

AGENDA

January 9, 2023

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 9, 2023
4:30 p.m.

CALL TO ORDER

President Glenn Eddleman called the annual board of finance meeting to order on January 9, 2023 in the Indiana room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Larry Watson, Kathy Small, 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

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

Investment Policy and register distributed and reviewed

The investment policy was reviewed. Kathy Small made a motion to accept the investment policy as written. Kenny Giselbach made a second and the motion carried. The 2022 financial report was distributed and reviewed. The library has a cash balance of \$1,304,649.87 and tax revenue of \$1,218,200.20 for the operating fund.

Resolution for Depositories

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

Motion for newspapers as official notification

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

Motion for regular meeting date and time

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

Motion for regular meetings at the branches

Kathy Small 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

Janet Stover
Mike Borchert
Glenn Eddleman

Laura & Watson
Kenny Smith
Lisa Adelle

INVESTMENT POLICY

Policy Statement and Scope

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

Board of Finance

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

Annual Meeting

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

Treasurer

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

Deposits

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

Investments

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

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

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

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

Investment Cash Management

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

Prohibited Investments

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

Transaction Accounts

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

Interest

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

Bidding Procedure

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

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

2022 FINANCIAL REPORT

Bank

Star Financial Bank

Beginning Balance		\$ 999,560.00
Receipts	\$ 1,533,646.04	
Expenditures	\$ 1,498,197.94	
Ending Balance		\$ 1,035,008.10

Type of Account

Business Now Checking
Annual Percentage Yield 1.64%

Star Financial Bank (2)

Beginning Balance		\$ 63,441.94
Receipts	\$ 102.93	
Ending Balance		\$ 63,544.87

Preferred Liquidity Commercial
Annual Percentage Yield .35%

First Farmers Bank & Trust

Beginning Balance		\$ 203,664.52
Receipts	\$ 2,172.38	
Ending Balance		\$ 205,836.90

Personal Investor Account
Annual Percentage Yield 3.81%

Petty Cash

Beginning Balance		\$ 260.00
Ending Balance		\$ 260.00

Total all Banks

Beginning Balance		\$ 1,266,926.46
Receipts	\$ 1,535,921.35	
Expenditures	\$ 1,498,197.94	
Ending Balance		\$ 1,304,649.87

Tax Revenue Received in 2022

Operating Fund

Property Tax 6/10/22	\$ 544,636.53
Property Tax 12/21/22	\$ 319,314.58
Total Property Tax	\$ 863,951.11
Local Income Tax	\$ 271,637.00
Financial Institution Tax	\$ 7,213.75
License Excise Tax	\$ 67,442.34
Commercial Vehicle Tax	\$ 7,956.00
Total Tax Revenue	\$ 1,218,200.20

Resolution to Choose a Depository Designated by Local Board of Finance

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

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

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

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

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

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

Star Financial Bank of Elwood

First Farmer's Bank of Elwood

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

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 9 day of January, 2023, at which meeting a quorum was present.

NAY

AYE

Kathy Small
Janet Stover
Mike Gombert
Denn Eddleman
Lawrence A Watson
Kenneth Smith
Jim Hehr

ATTEST:

Kathy Small, Secretary
Secretary

2023
Board of Trustees
Meeting Dates

January 9, 2023 – Board of Finance meeting

February 13, 2023 – Non Resident Fees

March 13, 2023

April 10, 2023 - *Frankton*

May 8, 2023 – Computer Policy review

June 12, 2023 – InfoExpress Renewal – 2024 Budget Timeline

July 10, 2023 – 2023 Budget Review

August 14, 2023 – ISL Consortium Resolution for Public Internet Access- Approve
2024 Budget for Publication

September 11, 2023-2024 Budget Public Hearing

October 9, 2023 – 2024 Budget Adoption

November 13, 2023- 2024 Holiday Closings – Employee raises/Director and Admin
Asst. – Nominating Committee - *Sville*

December 11, 2023 – Appointment of Officers-Transfer of Appropriations
Resolution

All meeting begin at 4:30 PM

Agenda

January 9, 2023

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

New Business

1. Electrical Quote for HVAC Project
2. Purchasing Policy
3. 2022 Annual Report

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
January 9, 2023
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 9, 2022 immediately following the Board of Finance meeting. President Eddleman welcomed new Trustee Mike Bomholt to the Board.

CALL FOR QUORUM

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

CONSENT AGENDA

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

OLD BUSINESS

Summitville South Pavilion

We have received an estimate from Dave Baney for \$152,800.00. Director Scott passed that along to Mr. Hazelbaker. Mr. Hazelbaker stated that he is willing to donate \$100,000.00 for this project. He would like to know if the Board is committed to funding the additional amount. We will be getting additional estimates. The Board discussed using different community grants to offset the cost.

NEW BUSINESS

Electrical Quote for HVAC Project

Director Scott received a quote from Nugent Electric to install Air Handler/Boiler Control Panel Conduits for \$5,080.00. Larry Watson moved to accept the bid for Nugent. Kathy Small seconded and the motion carried.

Purchasing Policy

The Purchasing Policy was reviewed. Director Scott asked that the single purchase limit of \$1,000.00 be increased to \$5,000.00. Kathy Small moved to increase the single purchase limit to \$5000.00. Lisa Hobbs seconded and the motion carried.

2022 Annual Report

Director Scott shared a slide show of all the library programs during 2022. Program attendance is growing. The Long Range Plan was passed at the beginning of the year. We are concentrating on building partnerships in the community. We have copyrights for 19 of Marvin Crimm's paintings and are selling postcards and prints. We replaced the

Chiller. We have new guttering at Frankton. We installed new furnaces at Frankton and Summitville. We have notary services at each branch. We have someone from Aspen helping people sign up for Medicare and government health insurance. Director Scott discussed ways to display statistics to make them easier to understand.

Directors Report

Stacey Jones is going to the Frankton Town Council meeting tonight. She contacted INDOT to study traffic at Church and Sigler streets to see about getting a four way stop. We received our 1782 approving our budget. LIRF was reduced.

Public Comment

Larry Watson thanked everyone for the wind chimes and condolences on the passing of his father. Glenn Eddleman passed out evaluation forms for Director Scott's review and ask they are returned to Sheri Wallace by February 3rd. Mike Bomholt thanked everyone and is looking forward to doing positive things during his term as a Trustee.

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>Lawrence A. Watson</u>
<u>Glenn Eddleman</u>	<u>Kerry Aseltine</u>
	<u>Sisa Atchals</u>

Register Of Claims

North Madison County Public Library System

Report Date: From 12/01/22 To 12/31/22

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	671	NATIONWIDE	Annuity	Payroll Deductions	\$261.00	12/07/22	Payroll Ending 12/3/22
				Total this claim =	<u>\$261.00</u>		
0	686	PITNEY BOWES INC	Operating Fund	Office Supplies	\$274.53	12/12/22	Ink for postage meter
				Total this claim =	<u>\$274.53</u>		
0	712	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$10.08	12/31/22	December Service Charge
				Total this claim =	<u>\$10.08</u>		
0	695	AMAZON BUSINESS	Operating Fund	Elwood AV	\$744.71	12/12/22	As per attached invoices.
			Operating Fund	Frankton AV	\$280.59		
			Operating Fund	Summitville AV	\$280.59		
			Operating Fund	Elwood Adult	\$42.97		
			Operating Fund	Summitville	\$23.98		
			Operating Fund	Office Supplies	\$35.22		
			Operating Fund	Furniture & Equipment	\$186.97		
			Operating Fund	Frankton Programing	\$16.99		
			Gift	Elwood Children's Programing	\$247.85		
				Total this claim =	<u>\$1,859.87</u>		
0	697	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$464.70	12/21/22	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,734.86		
				Total this claim =	<u>\$2,199.56</u>		
0	698	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,924.34	12/21/22	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,296.56		
			Medicare	Empl.Share FICA&Medicare	\$303.24		
			Operating Fund	Empl.Share FICA&Medicare	\$1,296.56		
			Operating Fund	Empl.Share FICA&Medicare	\$303.24		
				Total this claim =	<u>\$5,123.94</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	682	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$470.22	12/12/22	Service for Summitville
			Operating Fund	Electricity	\$16.37		
			Operating Fund	Electricity	\$1,679.26		
				Total this claim =	<u>\$2,165.85</u>		
0	672	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$201.42	12/07/22	IN Def Comp Emp Matching plan-Robertson
				Total this claim =	<u>\$201.42</u>		
0	670	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,930.06	12/07/22	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,314.27		
			Medicare	Empl.Share FICA&Medicare	\$307.39		
			Operating Fund	Empl.Share FICA&Medicare	\$1,314.27		
			Operating Fund	Empl.Share FICA&Medicare	\$307.39		
				Total this claim =	<u>\$5,173.38</u>		
0	669	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$464.13	12/07/22	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,732.72		
				Total this claim =	<u>\$2,196.85</u>		
0	705	NATIONWIDE	Annuity	Payroll Deductions	\$261.00	12/19/22	Payroll Ending 12/17/22
				Total this claim =	<u>\$261.00</u>		
0	706	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$201.42	12/19/22	IN Def Comp Matching Plan-Robertson
				Total this claim =	<u>\$201.42</u>		
0	709	AFLAC	AFLAC	Payroll Deductions	\$398.38	12/19/22	Withholdings for December
				Total this claim =	<u>\$398.38</u>		
0	711	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$36.11	12/21/22	4th Qtr SUTA
				Total this claim =	<u>\$36.11</u>		
0	673	PAYROLL	Operating Fund	Salary of Director	\$2,674.40	12/07/22	PAYROLL
			Operating Fund	Salary of Assistants	\$17,735.53		
			Operating Fund	Wages of Janitor	\$842.75		
				Total this claim =	<u>\$21,252.68</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	710	INDIANA DEPARTMENT OF RE	State Tax Withheld County Tax Withheld	Payroll Deductions Payroll Deductions	\$1,668.40 \$883.76	12/19/22	December Withholdings
				Total this claim =	<u>\$2,552.16</u>		
0	707	PAYROLL	Operating Fund Operating Fund Operating Fund	Salary of Director Salary of Assistants Wages of Janitor	\$2,674.40 \$17,452.50 \$840.00	12/21/22	PAYROLL
				Total this claim =	<u>\$20,966.90</u>		
0	708	UNITED HEALTHCARE	Insurance Operating Fund	Payroll Deductions Emp Cont Group Ins	\$821.74 \$8,202.54	12/19/22	Emp Health Insurance 1/1-1/31
				Total this claim =	<u>\$9,024.28</u>		
0	664	CENTERPOINT ENERGY	Operating Fund	Gas	\$58.86	12/07/22	Service at Summitville
				Total this claim =	<u>\$58.86</u>		
33680	662	AT&T	Operating Fund	Telephone & Telegraph	\$199.73	12/07/22	Service for Elwood
				Total this claim =	<u>\$199.73</u>		
33681	663	AUTOMATED DOORS & ACCE	Operating Fund	Professional Services	\$209.00	12/07/22	Summitville
				Total this claim =	<u>\$209.00</u>		
33682	665	MARY BAKER-BOUDISSA	Operating Fund	Professional Services	\$200.00	12/07/22	November In Service
				Total this claim =	<u>\$200.00</u>		
33683	667	RICOH USA, INC	Operating Fund Operating Fund	Office Supplies Office Supplies	\$106.47 \$23.65	12/07/22	Copies for Frankton, Summitville
				Total this claim =	<u>\$130.12</u>		
33684	666	ROBY'S, INC.	Operating Fund	Professional Services	\$496.10	12/07/22	Replaced valve in toilet in mens restroom at Elwood
				Total this claim =	<u>\$496.10</u>		
33685	668	STAPLES	Operating Fund Operating Fund	Office Supplies Cleaning & Sanitation Supplies	\$10.35 \$335.18	12/07/22	As per attached invoices.
				Total this claim =	<u>\$345.53</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33686	696	AT&T	Operating Fund	Telephone & Telegraph	\$85.83	12/12/22	Service for Summitville
				Total this claim =	<u>\$85.83</u>		
33687	674	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,735.02	12/12/22	As per attached invoices.
			Operating Fund	Elwood Childrens	\$139.50		
			Operating Fund	Elwood YA	\$139.78		
			Operating Fund	Frankton	\$710.13		
			Operating Fund	Summitville	\$625.35		
			Operating Fund	Frankton Programing	\$18.95		
				Total this claim =	<u>\$3,368.73</u>		
33688	675	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$96.00	12/12/22	Pest control for Frankton, Summitville
			Operating Fund	Professional Services	\$96.00		
				Total this claim =	<u>\$192.00</u>		
33689	676	DEMCO	Operating Fund	Book Processing	\$426.59	12/12/22	Book Processing supplies
				Total this claim =	<u>\$426.59</u>		
33690	693	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$78.80	12/12/22	Program supplies
			Operating Fund	Summitville Programing	\$35.45		
				Total this claim =	<u>\$114.25</u>		
33691	677	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$545.00	12/12/22	Qtrly Wet/Dry Sprinkler Inspection,
			Operating Fund	Professional Services	\$295.00		Frankton monitoring 12/22-12/23
				Total this claim =	<u>\$840.00</u>		
33692	678	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$274.95	12/12/22	VoIP, Internet
			Operating Fund	Telephone & Telegraph	\$1,377.92		
				Total this claim =	<u>\$1,652.87</u>		
33693	679	FRANKTON JR/SR HIGH SCHO	Operating Fund	Advertising & Public Notices	\$100.00	12/12/22	Yearbook AD & Yearbook
			Operating Fund	Frankton	\$50.00		
				Total this claim =	<u>\$150.00</u>		
33694	680	FRONTIER	Operating Fund	Telephone & Telegraph	\$257.32	12/12/22	Service for Frankton
				Total this claim =	<u>\$257.32</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>
33695	681	GENERATIVE GROWTH II, LLC	Operating Fund Operating Fund	Frankton Programing Elwood Children's Programing	\$18.76 \$5.49	12/12/22	Programming Snacks
Total this claim =					<u>\$24.25</u>		
33696	694	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$24.49	12/12/22	Service for Summitville
Total this claim =					<u>\$24.49</u>		
33697	683	MIDWEST TAPE	Operating Fund Operating Fund Operating Fund Operating Fund	Frankton AV Elwood AV Summitville AV Book Processing	\$119.97 \$124.96 \$106.97 \$177.99	12/12/22	As per attached invoices.
Total this claim =					<u>\$529.89</u>		
33698	684	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$1,530.00	12/12/22	New LED corn cob lamps for Elwood parking lot
Total this claim =					<u>\$1,530.00</u>		
33699	685	ORIENTAL TRADING COMPAN	Operating Fund Operating Fund	Elwood Children's Programing Elwood Children's Programing	\$187.39 \$52.02	12/12/22	Programming supplies-Elwood
Total this claim =					<u>\$239.41</u>		
33700	687	PRESERVATION WORKS, LLC	Operating Fund	Engineering & Architects	\$9,120.00	12/12/22	Design Development, Construction Documents
Total this claim =					<u>\$9,120.00</u>		
33701	688	REDBEARD CUSTOM PICTURE	Operating Fund	Professional Services	\$371.35	12/12/22	Custom framing
Total this claim =					<u>\$371.35</u>		
33702	689	RICOH USA, INC	Operating Fund	Office Supplies	\$146.38	12/12/22	Copies for Elwood
Total this claim =					<u>\$146.38</u>		
33703	690	SARAH FOX	Operating Fund Operating Fund Operating Fund	Summitville Programing Summitville Programing Summitville Programing	\$7.20 \$16.19 \$8.75	12/12/22	Petty Cash
Total this claim =					<u>\$32.14</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33704	691	STAPLES	Operating Fund	Office Supplies	\$62.43	12/12/22	Office/Cleaning Supplies
			Operating Fund	Cleaning & Sanitation Supplies	\$51.98		
			Total this claim =		\$114.41		
33705	692	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$1,375.31	12/12/22	As per attached invoices.
			Operating Fund	Professional Services	\$315.00		
			Operating Fund	Professional Services	\$1,329.00		
			Total this claim =		\$3,019.31		
33706	699	CHUBB	Operating Fund	Insurance	\$1,168.00	12/19/22	Directors and Officers Insurance
				Total this claim =			
33707	700	CRAIG EVERLING	Operating Fund	Professional Services	\$264.00	12/19/22	Gutter repair at Summitville
				Total this claim =			
33708	701	KAREN LARIMORE	Operating Fund	Traveling Expense	\$266.76	12/19/22	Travel Expense 456 miles @ \$.585
				Total this claim =			
33709	702	RICOH USA, INC	Operating Fund	Office Supplies	\$24.74	12/19/22	Copies for Summitville & Frankton
			Operating Fund	Office Supplies	\$191.63		
			Total this claim =		\$216.37		
33710	703	SARAH FOX	Operating Fund	Summitville Programing	\$42.02	12/19/22	Petty Cash
				Total this claim =			
33711	704	STACEY JONES	Operating Fund	Frankton Programing	\$47.20	12/19/22	Petty Cash
				Total this claim =			

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

Total Amount of Claims \$100,042.32

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 9, 2023

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 7 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$100,042.32

Date this 9th day of January, 2023.

Laura A. Watson

Denn Eddleman

Haley Ince

Kenneth Gibson

Michael Bonetto

Janet Storer

Lisa Astor

SIGNATURES OF GOVERNING BOARD

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



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 #
1/4/2023	8608

NAME / ADDRESS
North Madison County Public Library Syste 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: AIR HANDLER/BOILER CONTROL PANEL CONDUITS		
LABOR AND MATERIALS FOR ELECTRICAL INSTALLATION TO PROVIDE 120V POWER TO AHU/BOILER CONTROL PANELS, INCLUDES MATERIAL AND INSTALLATION OF CONDUITS REQUIRED FOR CONTROL CABLES TO EACH CONTROL PANEL; CONTROLS AND CONTROL CABLES INSTALLED AND PROVIDED BY OTHERS. PULL STRING PER CONDUIT WILL BE PROVIDED. WORK TO BE COMPLETED ON STRAIGHT TIME BASIS, SALES TAX NOT APPLICABLE	5,080.00	5,080.00
Materials: \$1000.00 Labor: \$4080.00		
SUBMITTED BY:MIKE SHORT	TOTAL	\$5,080.00

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 1/10/23 Signature Jamie Scott Please forward a sales tax exemption certificate if your business is exempt.

PURCHASING POLICY

The North Madison County Public Library System Board is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law IC 5-22. The NMCPLS Board is the "Purchasing Agency."

The library director shall serve as the 'purchasing agent' for the library. She may delegate authority to other staff members to make routine purchases but bears the ultimate responsibility for purchases made.

Compensation and any other payments for goods and services should not be paid in advance of receipt of the goods or services unless specifically authorized by statute. Payments made for goods or services which are not received may be the personal obligation of the responsible official or employee. No expense shall be paid without a pre-existing appropriation.

Nothing in this policy shall be construed as to lessen the requirements as set forth in Indiana Code ("The Code") and explained in the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries ("The Manual").

Supplies, equipment, goods, materials

This section shall pertain to the purchase of supplies, equipment, goods and materials. It does not pertain to "library materials" which are exempt by statute from the restrictions imposed by **IC 36-12-3-16 (d)**, to-wit: books, magazines, pamphlets, films, filmstrips, microfilms, slides, transparencies, phonodiscs, phonotapes, models, art reproductions, and all other forms of library and audiovisual materials. While staff members responsible for purchasing these items are not encumbered by a quote or bid process, the Board expects them to use due diligence in seeking out the most economical sources for the items.

Purchases under \$50,000

Purchases of this amount require no formal bids or quotes, although comparison shopping is encouraged.

Single purchases in excess of Remove: \$1,000.00 Add: \$5,000.00 must be approved in advance by the Board, except when an emergency exists.

The Director must approve purchases in excess of \$200.00 by a delegated staff person in advance.

The variety of exceptions, preferences and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of \$150,000 may be considered when making purchases in this category.

Purchases between \$50,000 and \$150,000

Purchases of this amount generally require that quotes be solicited from at least three persons/businesses known to deal in the goods sought to be purchased.

- 1) An invitation to quote shall be issued by the Director via mail, allowing at least seven days before quotes are due to the library.
- 2) The director shall present responsive quotes to the Board for its review and decision.
- 3) If no responsive quotes are received, the library may select a vendor as though it were a purchase under \$50,000.
- 4) Information contained in The Code and The Manual adds further direction to this section.
- 5) The variety of exceptions, preferences and exemptions stipulated in the Code and The Manual pertaining to purchases in excess of \$150,000 may be considered when making purchases in this category.
- 6) IC 5-14-3.8-3.5 requires that local governments upload copies of contracts that exceed \$50,000 to Gateway.

Purchases \$150,000 and over

Purchases of this value must be purchased following competitive bidding procedures, unless exempting circumstances apply. Indiana Code 5-22 and the guidelines contained in The Manual will be the source of authority in this procedure.

Services

The Board shall approve annual maintenance contracts, as well as unexpected individual service or repair expenses, in excess of \$1,000.

The variety of exceptions, preferences and exemptions stipulated in The Code and in The Manual pertaining to purchases in excess of \$150,000 may be considered when making purchases in this category.

Real Estate

All purchases of real estate, improved or unimproved, shall be made only with the prior consent of the Board and shall follow all applicable state laws.

Construction

All construction, alteration or renovation on library owned or leased property with a value in excess of \$50,000 shall be governed by the 'public works law' at Indiana Code 36-1-12.

Quick Reference Section

The following information is taken from The Manual and is provided for ease of reference. Refer to The Manual and The Code for complete information.

Special Purchasing methods

The director shall keep a register of Special Purchase contracts with value of \$75,000 or more.

Selected scenarios for special purchasing i.e. a non-bid situation are (See applicable statute or The Manual for a complete list and details.)

- 1) emergency conditions-threat to public health, welfare or safety
- 2) a unique opportunity for substantial savings
- 3) at auction
- 4) data processing hardware, supplies and services, for the sake of continuity and compatibility
- 5) no responsive offer received using other methods
- 6) substantial savings afforded governmental body, i.e. companies which routinely offer special prices to units of government
- 7) when only a single source for the particular item can be found
- 8) contract with Federal or State agency
- 9) a gift of goods (not a restricted cash donation)
- 10) purchases from a public utility, the Indiana Department of Correction or from a rehabilitation center
- 11) purchases from a 'small businesses' (retail sales not more than \$500,000)

Preferences

Indiana statutes recognize purchasing preference for: (see The Manual for further explanation)

- 1) recycled materials
- 2) soy diesel/bio diesel
- 3) Indiana businesses
- 4) Coal mined in Indiana
- 5) Supplies manufactured in the United States

In General

- 1) Library may require 'bid' or 'performance' bonds.
- 2) A prescribed, pre-printed form for bids on equipment, supplies, etc. is not required; the library shall prescribe the information to be provided by prospective vendors.
- 3) The library may allow increased compensation for early performance, or penalties for late performance

- 4) Contracts may be renewed, but not for a period longer than the term of the original contract. If the original contract contains provision for escalation of price, however, it may not be renewed.

Revised 11/12/2012, 6/11/2018

Partnership with the Elwood High School Librarian – Jennifer Tackett

- Daikan Metz and I presented information about the library to the 7th grade through Seniors
- Daikan is assisting Mrs. Tackett catalog books

Partnerships with schools Back to School Bashes

- Tori Walser and I attended Elwood's Back to School Bash. Found out we really need a prize wheel.
- Purchased a prize wheel for outreach events – participants can spin the wheel for a prize after they successfully answer a question about the library. One of the available prizes is to pick out a free book from around 30 different books for different age groups.
- Sarah Fox and I attended Madison-Grant's Back to School Bash. We had a prize wheel and brought the Virtual Reality. First time using the prize wheel it was hit!!

Partnerships with the Elwood Chamber of Commerce

- Mike Robertson and Todd Buckmaster attended the Home, Health and Garden Show.
- Todd, Sarah Huffman, Tori, Katie Schiffner and Daikan represented the Library in the Glass Festival Parade.
- Held a book sale and art exhibit during the week of the Glass Festival. Partnership with the Elise Dickey – Elwood HS Art Teacher
- Mike and Todd attended the October Spooktacular at Callaway Park. Had books for Adults and Kids for the prize wheel
-

Partnership with the Catalyst Youth Center located in the old dentist building

- Daikan held a well-received fluid painting program
- Daikan held a crayon melting program
- Daikan and Tori will be presenting a paint balloon demolition for the kids to create a 4' X 6' piece of art to hang in the building

Deon Parson, Artist, and Newspaper Cartoonist – Returned to Elwood after 15 years to present a drawing program. His topic was how to develop your characters.

Partnership with the YMCA – Katie Schiffner and I attended Santa Night with the prize wheel.

Using the prize wheel over the last several months, we have given out over 100 books.

In September we received the copyrights for 19 of Marvin Crim's paintings which have been donated to the library and began selling 6 different Elwood historical postcards with prints of Marvin Crim's paintings. We currently have 12 different postcards and selling 15 prints of his paintings.

In September we also purchased the copyright to the Elwood a Pictorial book written by Betty Caldwell and Shawn Heaton. We are still looking for a publisher to begin printing books to sell.

During the hottest part of the summer, we replaced the Chiller at Elwood and immediately after the HVAC controls failed. We are now in the process of replacing those controls.

Frankton

- New guttering added 3 new downspouts on the front and fixed the gutter by the bike rack and two in the back.
- Landscape drainage on the Sigler Street side and on parking lot side.
- Installed two new furnaces and AC units - #2 and 3.

In June, Mr. Hazelbaker offered \$100,000 toward the building of the pavilion at Summitville.

As of August, we offer notary services at all three facilities.

STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	YTD	YTD	Amount of	YTD % OF
	2021	2022	Change	Change
ELWOOD				
ADULT	14,402	16,323	1,921	13%
JUVENILE	6,549	8,651	2,102	32%
Y. A.	1,112	1,723	611	55%
PERIOD.	1,338	1,079	-259	-19%
AUDIO	536	894	358	67%
VIDEO	19,051	22,323	3,272	17%
VIDEO GAMES	0	429		100%
OVERDRIVE	4,580	5,369	789	17%
DATABASES	4,781	3,563	-1,218	-25%
HOTSPOTS	518	740	222	43%
TOTAL	52,867	61,094	8,227	16%
FRANKTON				
ADULT	5,067	6,103	1,036	20%
JUVENILE	2,499	2,877	378	15%
Y. A.	809	1,085	276	34%
PERIOD.	423	512	89	21%
AUDIO	191	286	95	50%
VIDEO	6,074	6,413	339	6%
VIDEO GAMES	0	0		0%
OVERDRIVE	2,269	2,674	405	18%
DATABASES	2,387	1,779	-608	-25%
HOTSPOTS	2	0	-2	-100%
TOTAL	19,721	21,729	2,008	10%
HAZELBAKER				
ADULT	3,929	4298	369	9%
JUVENILE	2,362	3044	682	29%
Y. A.	312	342	30	10%
PERIOD.	526	751	225	43%
AUDIO	252	390	138	55%
VIDEO	6,384	6,379	-5	0%
VIDEO GAMES	0	19		0%
OVERDRIVE	2,268	2673	405	18%
DATABASES	2,387	1779	-608	-25%
HOTSPOTS	0	2	2	#DIV/0!
TOTAL	18,420	19,677	1,257	7%
SYSTEM				
ADULT	23,398	26,724	3,326	14%
JUVENILE	11,410	14,572	3,162	28%
Y. A.	2,233	3,150	917	41%
PERIOD.	2,287	2,342	55	2%
AUDIO	979	1,570	591	60%
VIDEO	31,509	35,115	3,606	11%
VIDEO GAMES	0	448	448	100%
OVERDRIVE	9,117	10,716	1,599	18%
DATABASES	9,555	7,121	-2,434	-25%
HOTSPOTS	520	742	222	43%
TOTAL	91,008	102,500	11,492	13%

	Year End Additional Stats			
	Elwood	Frankton	Summitville	System Total
Computer Use	3,768	748	485	5,001
Wireless	15,267	4,737	2,307	22,311
Patron Assist	7,387	1,324	1,206	9,917
Reference	226	3	51	280
Instructional Reference	355	22	52	429
Patron/Traffic Count	54,367	18,586	9,667	82,620
SRCS Borrowed	8			8
SRCS Loaned	49			49
INShare ILLs	-	-	-	-
Scheduled Non-library Meeting Room Use	90	-	25	115
Scheduled Non-library Meeting Room Attendance	628	-	194	822
Virtual Programs				
Juvenile	Elwood	Frankton	Summitville	System Total
# of Recorded Prog.	-	-	18	18
-# of Clicks	-	-	105	105
-# of Reactions/Share	-	-	94	94
# of Pictures only Prog	-	-	-	-
-# of Clicks	-	-	-	-
-# of Reactions/Share	-	-	-	-
Adult	Elwood	Frankton	Summitville	System Total
# of Recorded Prog.	-	-	-	-
-# of Clicks	-	-	-	-
-# of Reactions/Share	-	-	-	-
# of Pictures only Prog	-	-	-	-
-# of Clicks	-	-	-	-
-# of Reactions/Share	-	-	-	-
In-house Programs				
Juvenile Programs	47	61	64	172
Juv. Attendance	415	310	225	950
Young Adult Programs	9	9	5	23
Y. A. Attendance	37	2	6	45
Adult Programs	38	29	98	165
Adult Attendance	266	183	224	673
All Ages Programs	27	12	1	40
All Ages Attendance	492	55	35	582
Outreach Programs				
Juvenile Programs	-	-	-	-
Juv. Attendance	-	-	-	-
Young Adult Programs	5	-	-	5
Y. A. Attendance	674	-	-	674
Adult Programs	-	14	6	20
Adult Attendance	-	25	39	64
All Ages Programs	4	2	-	6
All Ages Attendance	92	46	-	138

Tech Services Processed Items

13,071

Transits to other libraries

10,108

Transits from other libraries

7,845

Processed by Daikan Metz

* * * Communication Result Report (Jan. 5. 2023 4:28PM) * * *

1}

Date/Time: Jan. 5. 2023 4:28PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
6815	Memory TX	Frankton FAX	P. 2	OK	

Reason for error

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

AGENDA

January 9, 2023

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

* * * Communication Result Report (Jan. 5. 2023 4:27PM) * * *

1)
2)

Date/Time: Jan. 5. 2023 4:24PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
6812 Memory TX	Herald-Bulletin	P. 2	OK	

Reason for error

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

AGENDA

January 9, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

BOARD OF FINANCE MEETING

4:30 PM

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ADJOURNMENT

* * * Communication Result Report (Jan. 5. 2023 4:25PM) * * *

1)
2)

Date/Time: Jan. 5. 2023 4:24PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
6811 Memory TX	call leader	P. 2	OK	

Reason for error

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

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

AGENDA

January 9, 2023

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
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ADJOURNMENT

* * * Communication Result Report (Jan. 5. 2023 4:26PM) * * *

1}

Date/Time: Jan. 5. 2023 4:25PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
6814	Memory TX	Summitville FAX	P. 2	OK	

Reason for error

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

AGENDA

January 9, 2023

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

Agenda

February 13, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville South Pavilion

New Business

1. Non-Resident Fee Resolution
2. Code of Conduct
3. Internal Controls
4. Every Door Direct Mail for Advertising
5. Computer Donation to Catalyst Youth Center

Director's Report

Public Comment

Adjournment

ADDED - Hot Spot Lending Policy

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
February 13, 2023
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 13, 2023 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, Kenny Giselbach, and Lisa Hobbs. Also in attendance was Sheri Wallace, Administrative Assistant.

CONSENT AGENDA

Janet Stover 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

Director Scott has contacted Pridemark Construction for an estimate on this project. Mr Ralph Hazelbaker has donated \$100,000.00 for this project.

NEW BUSINESS

Non-Resident Fee

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

Code of Conduct

Review of the Code of Conduct was tabled.

Internal Controls

Review of Internal Controls was tabled.

Every Door Direct Mail for Advertising

Director Scott would like to use Every Door Direct Mail to advertise upcoming programs and events at the library. We would partner with other businesses by selling advertising space on our flyer to offset costs. Board Members feel this would be effective and beneficial for each location.

Computer Donation to Catalyst Youth Center

Director Scott would like to donate three surplus computers to the Catalyst Youth Center. Larry Watson made a motion to donate three computers to the Catalyst Youth Center. Kenny Giselbach made a second and the motion carried.

ADDITION: Hot Spot Lending Policy

Director Scott would like to add the following to the Hot Spot Lending Policy borrowing privileges: *If circumstance warrant, the Library reserves the right to suspend hotspot borrowing privileges to any individual.* Kenny Giselbach moved to accept this addition to the Hot Spot Lending Policy. Lisa Hobbs seconded and the motion carried.

Directors Report

None at this time.

Public Comment

There was no public comment.

Adjournment

President Eddleman adjourned the meeting by consent.

Janet R. Stover
Michael Bonabetti
Glenn Eddleman

Kathy Small Secretary
Kathy Small, Secretary

Larry Watson
Kenny Giselbach

Register Of Claims

North Madison County Public Library System

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

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	12	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	01/04/23	IN def comp matching plan-Robertson
				Total this claim =	\$211.45		
0	20	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$508.82	01/09/23	
				Total this claim =	\$508.82		
0	68	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$8,202.54 \$821.74	01/31/23	Employee Health Ins 2/1-2/28
				Total this claim =	\$9,024.28		
0	32	AMAZON BUSINESS	Operating Fund	Elwood AV	\$992.68	01/09/23	As per attached invoices.
			Operating Fund	Frankton AV	\$516.77		
			Operating Fund	Summitville AV	\$501.81		
			Operating Fund	Technology Equipment	\$26.92		
			Operating Fund	Elwood Adult	\$60.96		
			Operating Fund	Elwood Childrens	\$0.00		
			Operating Fund	Elwood YA	\$0.00		
			Operating Fund	Frankton	\$0.00		
			Operating Fund	Summitville	\$0.00		
				Total this claim =	\$2,099.14		
0	35	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	01/04/23	PAYROLL
			Operating Fund	Salary of Assistants	\$18,701.92		
			Operating Fund	Wages of Janitor	\$882.00		
				Total this claim =	\$22,392.02		

<i>Warrant Number</i>	<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	17	CARDMEMBER SERVICE	Operating Fund	Cleaning & Sanitation Supplies	\$35.76	01/09/23	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$68.09		
			Operating Fund	Office Supplies	\$10.98		
			Operating Fund	Elwood Children's Programing	\$12.34		
			Operating Fund	Elwood Adult Programing	\$48.00		
			Operating Fund	Elwood Children's Programing	\$45.95		
			Gift	Professional Services	\$306.22		
				Total this claim =	\$527.34		
0	36	INDIANA DEPARTMENT OF RE	Operating Fund	Taxes	(\$0.07)	01/09/23	Sales Tax collected 2022
			Sales Tax	Taxes	\$11.15		
				Total this claim =	\$11.08		
0	11	NATIONWIDE	Annuity	Payroll Deductions	\$261.00	01/04/23	Payroll ending 12/31/22
				Total this claim =	\$261.00		
0	10	CENTERPOINT ENERGY	Operating Fund	Gas	\$175.98	01/04/23	Service for Elwood, Summitville,
			Operating Fund	Gas	\$264.86		
			Operating Fund	Gas	\$741.80		
				Total this claim =	\$1,182.64		
0	44	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,373.71	01/18/23	Service for Elwood
				Total this claim =	\$1,373.71		
0	1	INDIANA PUBLIC RETIREMENT	Operating Fund	Emp Cont PERF	\$1,819.30	01/04/23	PERF Deposit
			PERF	Empl.Share FICA&Medicare	\$487.32		
				Total this claim =	\$2,306.62		
0	51	NATIONWIDE	Annuity	Payroll Deductions	\$261.00	01/18/23	Payroll Ending 1/14/23
				Total this claim =	\$261.00		
0	53	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	01/18/23	PAYROLL
			Operating Fund	Salary of Assistants	\$18,735.07		
			Operating Fund	Wages of Janitor	\$882.00		
				Total this claim =	\$22,425.17		

<i>Warrant Number</i>	<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	52	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	01/18/23	IN Def Comp Emp Matching Plan-Robertson
				Total this claim =	<u>\$211.45</u>		
0	2	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,384.92	01/04/23	Federal Tax Deposit
			Operating Fund	Empl.Share FICA&Medicare	\$323.90		
			Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,077.02		
			FICA	Empl.Share FICA&Medicare	\$1,384.92		
			Medicare	Empl.Share FICA&Medicare	\$323.90		
				Total this claim =	<u>\$5,494.66</u>		
0	50	AMAZON BUSINESS	Operating Fund	Elwood AV	\$479.43	01/18/23	As per attached invoices.
			Operating Fund	Frankton AV	\$157.69		
			Operating Fund	Summitville AV	\$157.69		
			Operating Fund	Technology Equipment	\$0.00		
			Operating Fund	Elwood Adult	\$0.00		
			Operating Fund	Elwood Childrens	\$0.00		
			Operating Fund	Elwood YA	\$0.00		
			Operating Fund	Frankton	\$0.00		
			Operating Fund	Summitville	\$0.00		
			Operating Fund	Elwood Adult Programing	\$29.98		
			Operating Fund	Office Supplies	\$63.77		
			Operating Fund	Cleaning & Sanitation Supplies	\$7.99		
			Operating Fund	Technology Equipment	\$4,650.75		
				Total this claim =	<u>\$5,547.30</u>		
0	49	STAR FINANCIAL BANK	Operating Fund	Interbank Transfers	\$63,557.38	01/17/23	Closing this account.Transfer to Star Bank- Bank 1
				Total this claim =	<u>\$63,557.38</u>		
0	48	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,386.98	01/18/23	Federal Tax Deposit
			Operating Fund	Empl.Share FICA&Medicare	\$324.38		
			Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,958.13		
			FICA	Empl.Share FICA&Medicare	\$1,386.98		
			Medicare	Empl.Share FICA&Medicare	\$324.38		
				Total this claim =	<u>\$5,380.85</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	47	INDIANA PUBLIC RETIREMENT	Operating Fund PERF	Emp Cont PERF Empl.Share FICA&Medicare	\$1,819.30 <u>\$487.32</u>	01/18/23	PERF Deposit
				Total this claim =	\$2,306.62		
0	3	TOWN OF SUMMITVILLE	Operating Fund Operating Fund Operating Fund	Waste Disposal Services Waste Disposal Services Waste Disposal Services	\$0.00 \$0.00 <u>\$0.00</u>	01/04/23	Service for Summitville
				Total this claim =	\$0.00		
33712	4	TOWN OF FRANKTON	Operating Fund Operating Fund Operating Fund	Electricity Water Waste Disposal Services	\$292.31 \$31.27 <u>\$16.26</u>	01/04/23	Service for Frankton
				Total this claim =	\$339.84		
33713	5	STAPLES	Operating Fund Operating Fund Operating Fund Operating Fund	Office Supplies Cleaning & Sanitation Supplies Office Supplies Office Supplies	\$140.48 \$16.39 \$249.52 <u>\$66.66</u>	01/04/23	As per attached invoices.
				Total this claim =	\$473.05		
33714	6	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	<u>\$62.83</u>	01/04/23	Program supplies
				Total this claim =	\$62.83		
33715	7	LIBERTY MUTUAL INSURANCE	Operating Fund	Insurance	<u>\$3,895.00</u>	01/04/23	Workers Comp
				Total this claim =	\$3,895.00		
33716	8	CATALYST YOUTH CENTER	Operating Fund	Professional Meetings	<u>\$50.00</u>	01/04/23	2 Tickets to Winter Gala
				Total this claim =	\$50.00		
33717	9	CITY OF ELWOOD UTILITIES	Operating Fund Operating Fund	Water Waste Disposal Services	\$301.74 <u>\$448.84</u>	01/04/23	Service for Elwood
				Total this claim =	\$750.58		
33737	13	NORTH MADISON COUNTY PU	Operating Fund	Interbank Transfers	\$400,000.00	01/09/23	Transfer funds from Star Bank to First Farmers Bank & Trust
				Total this claim =	\$400,000.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33738	14	AT&T	Operating Fund	Telephone & Telegraph	\$199.75	01/09/23	Service for Elwood
				Total this claim =	<u>\$199.75</u>		
33739	15	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$684.00	01/09/23	Support/Cloud Backup
				Total this claim =	<u>\$684.00</u>		
33740	16	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$837.13	01/09/23	As per attached invoices.
			Operating Fund	Elwood Childrens	\$746.49		
			Operating Fund	Elwood YA	\$415.04		
			Operating Fund	Frankton	\$649.24		
			Operating Fund	Summitville	\$596.15		
				Total this claim =	<u>\$3,244.05</u>		
33741	18	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$274.95	01/09/23	VoIP
				Total this claim =	<u>\$274.95</u>		
33742	19	FRONTIER	Operating Fund	Telephone & Telegraph	\$267.51	01/09/23	Service for Frankton
				Total this claim =	<u>\$267.51</u>		
33743	21	EVERGREEN IN-ISL FOUNDATI	Operating Fund	Techology Software	\$374.38	01/09/23	Wowbrary
				Total this claim =	<u>\$374.38</u>		
33744	22	INDIANA STATE LIBRARY	PLAC	Other	\$65.00	01/09/23	4th Quarter PLAC report
				Total this claim =	<u>\$65.00</u>		
33745	23	INDIANA STATE LIBRARY	Evergreen Indiana	Other	\$8.50	01/09/23	4Qtr Evergreen payment
				Total this claim =	<u>\$8.50</u>		
33746	24	MIDWEST TAPE	Operating Fund	Frankton AV	\$0.00	01/09/23	As per attached invoices.
			Operating Fund	Elwood AV	\$102.47		
			Operating Fund	Summitville AV	\$76.47		
			Operating Fund	Book Processing	\$366.98		
				Total this claim =	<u>\$545.92</u>		
33747	25	MIDWEST TURF AND FORAGE	Operating Fund	Professional Services	\$200.00	01/09/23	Elwood lot plowing 12/23/22
				Total this claim =	<u>\$200.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33748	26	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$249.00	01/09/23	Replace lamps that were out in Summitville
			Operating Fund	Bldg. Matl. And Supplies	\$268.00		
				Total this claim =	\$517.00		
33749	27	OVERDRIVE, INC	Operating Fund	Ebook Services	\$22.80	01/09/23	ebooks
				Total this claim =	\$22.80		
33750	28	RICOH USA, INC	Operating Fund	Office Supplies	\$145.12	01/09/23	Copies for Elwood
				Total this claim =	\$145.12		
33751	29	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$484.72	01/09/23	Frankton repairs
				Total this claim =	\$484.72		
33752	30	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$26.84	01/09/23	Service for Summitville
				Total this claim =	\$26.84		
33753	31	MIDWEST TAPE	Operating Fund	Ebook Services	\$3,000.00	01/09/23	Hoopla
				Total this claim =	\$3,000.00		
33754	33	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$132.90	01/09/23	As per attached invoices.
			Operating Fund	Summitville Programing	\$2.25		
				Total this claim =	\$135.15		
33755	34	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$1,377.92	01/09/23	Interenet
				Total this claim =	\$1,377.92		
33756	37	AT&T	Operating Fund	Telephone & Telegraph	\$93.58	01/18/23	Service for Summitville
				Total this claim =	\$93.58		
33757	38	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$200.00	01/18/23	Snow removal 12/26/22
				Total this claim =	\$200.00		
33758	39	KAREN LARIMORE	Operating Fund	Traveling Expense	\$242.19	01/18/23	Travel expense 414 miles @ \$242.19
				Total this claim =	\$242.19		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33759	40	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	<u>\$93.00</u>	01/18/23	Trash removal for Frankton
				Total this claim =	\$93.00		
33760	41	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	<u>\$181.35</u>	01/18/23	Travel expense 310 miles @ \$.585
				Total this claim =	\$181.35		
33761	42	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	<u>\$30.00</u>	01/18/23	Stephen Jackson program-January
				Total this claim =	\$30.00		
33762	43	SARAH FOX	Operating Fund	Summitville Programing	<u>\$40.24</u>	01/18/23	Programs
				Total this claim =	\$40.24		
33763	45	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	<u>\$200.00</u>	01/18/23	Snow removal Summitville 11/17 Salt, 12/22, 12/23, 12/24, 12/26 Salt
				Total this claim =	\$200.00		
33764	46	STACEY JONES	Gift	Frankton Programing	<u>\$49.96</u>	01/18/23	Petty Cash
				Total this claim =	\$49.96		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$563,357.76

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 13, 2023

Kenneth M. Sullivan
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 account 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 13th day of February

Kathy Small
Anne Stover
Mike Bombardieri

my sign here

isa Atcholls

BOARD
Library System on 01/01/98.

Approved by the State Board of Accounts

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 \$60 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 13th day of February, 2023, at which meeting a quorum was present.

NAY

AYE

Kathy Small

Jaxet Stover

Mike Bonbrat

Glenn Eddleman

Lawrence Wilson

Kenny Gishler

Lisa Adkins

ATTEST:

Kathy Small, Secretary

Secretary

Come See What Your Library Has to Offer

Programs

Youth

- Kids & Teens in the Kitchen - the first Mon., Wed., Fri. of each month @4pm
- Toddler Time- Thurs. @10:30am
- Twilight Tales- Wed. @4pm
- Teen Zone-Every Fri. @4pm
- Lego Club- Last Tues. of each month @ 4pm
- Tech Tuesday-Second Tues. of each month @3-6pm

Services

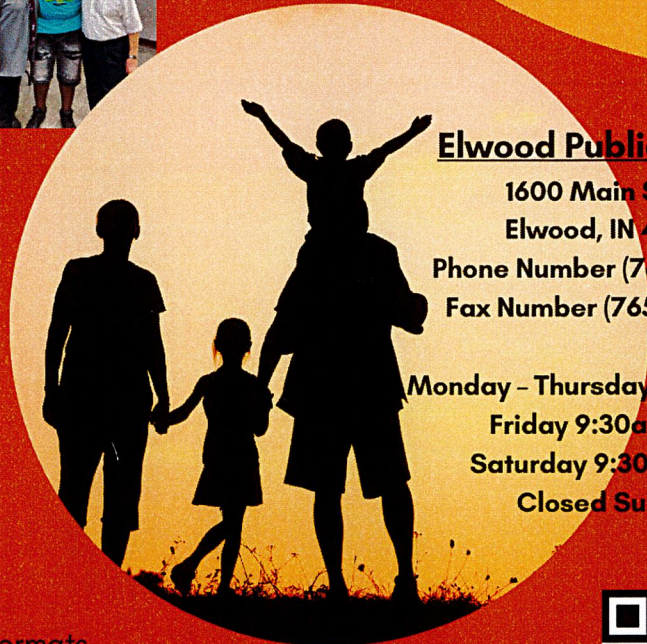
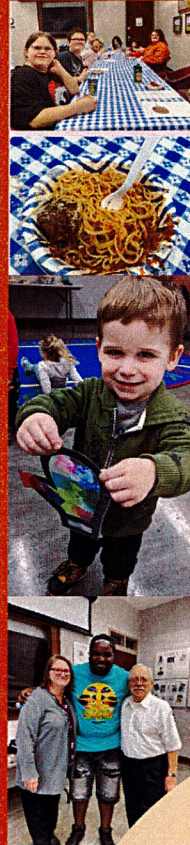
- Notary Services
- Meeting Room Rental
- Faxing & Printing
- Homebound Delivery
- Booksales throughout the year
- Historical/Genealogy Resources
- Online Community Calendar for all Elwood Events
<https://www.elwood.lib.in.us/communityevents/>

Checkout

- Video Games
- DVD's
- Mobile WiFi Hotspots
- Books & Magazines-including digital formats and audio options

Adult

- Book Club- the second Mon. of every month @1pm
- Senior Social- the second Tues. of every month @4pm
- Creative Writing Club- the third Tues. of every month @3:30pm
- We also offer a program or craft once per month geared to adults.
- For many other seasonal and monthly programs and events for all ages including an annual art show, check our calendar!



Elwood Public Library

1600 Main Street
Elwood, IN 46036

Phone Number (765)552-5001

Fax Number (765)552-0955

Monday - Thursday 9:30am-7pm
Friday 9:30am-6pm
Saturday 9:30am-4pm
Closed Sunday



Elwood Public Library
Connect • Explore • Create



elwood.lib.in.us

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.
- If the hotspot is returned after it is seven days overdue, the patron will be charged a \$20 late fee and the replacement cost. If the hotspot is returned undamaged, 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. Add: 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	\$80.00
Hotspot Charger	\$20.00
Hotspot Battery	\$20.00
Hotspot Case	\$5.00
Instruction Card	\$2.00
Hotspot Returned in Book Drop	\$10.00

* * * Communication Result Report (Feb. 9. 2023 12:44PM) * * *

1}

Date/Time: Feb. 9. 2023 12:41PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
7069	Memory TX	Summitville FAX	P. 2	OK	

Reason for error

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

Agenda

February 13, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville South Pavilion
- New Business
 - 1. Non-Resident Fee Resolution
 - 2. Code of Conduct
 - 3. Internal Controls
 - 4. Every Door Direct Mail for Advertising
 - 5. Computer Donation to Catalyst Youth Center
- Director's Report
- Public Comment
- Adjournment

* * * Communication Result Report (Feb. 9. 2023 12:44PM) * * *

1)
2)

Date/Time: Feb. 9. 2023 12:41PM

File	Destination	Pg(s)	Result	Page Not Sent
7068 Memory TX	Herald-Bulletin	P. 2	OK	

Reason for error

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

Agenda

February 13, 2023

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

Elwood Public Library

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

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville South Pavilion
- New Business
 - 1. Non-Resident Fee Resolution
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 - 3. Internal Controls
 - 4. Every Door Direct Mail for Advertising
 - 5. Computer Donation to Catalyst Youth Center
- Director's Report
- Public Comment
- Adjournment

Please Publish

* * * Communication Result Report (Feb. 9. 2023 12:42PM) * * *

2}

Date/Time: Feb. 9. 2023 12:41PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
7067	Memory TX	call leader	P. 2	OK	

Reason for error

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

Agenda

February 13, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville South Pavilion
- New Business
 - 1. Non-Resident Fee Resolution
 - 2. Code of Conduct
 - 3. Internal Controls
 - 4. Every Door Direct Mail for Advertising
 - 5. Computer Donation to Catalyst Youth Center
- Director's Report
- Public Comment
- Adjournment

Please Publish

* * * Communication Result Report (Feb. 9. 2023 12:42PM) * * *

1)
2)

Date/Time: Feb. 9. 2023 12:42PM

File	No. Mode	Destination	Pg (s)	Result	Page Not Sent
7070	Memory TX	Frankton FAX	P. 2	OK	

Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

Agenda

February 13, 2023

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

Call to Order
 Call for Quorum
 Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
 Old Business
 1. Summitville South Pavilion
 New Business
 1. Non-Resident Fee Resolution
 2. Code of Conduct
 3. Internal Controls
 4. Every Door Direct Mail for Advertising
 5. Computer Donation to Catalyst Youth Center
 Director's Report
 Public Comment
 Adjournment

Agenda

March 13, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville South Pavilion

New Business

1. Code of Conduct
2. Internal Controls

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Executive Session
March 13, 2023
Immediately Following Regular Board Meeting
IC 5-14-1.5-6.1 (b)

CALL TO ORDER

President Glenn Eddleman called an executive session of the North Madison County Public Library Board of Trustees to order on March 13, 2023 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.

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

Kenny Giselbach _____
Janet Stover _____
Mike Bomholt _____
Glenn Eddleman _____

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
March 13, 2023
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 13, 2023 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 were Jamie Scott, Director and Sheri Wallace, Administrative Assistant.

CONSENT AGENDA

Larry Watson 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

Summitville South Pavilion

Director Scott met with Pridemark Construction for an estimate on this project. They will have it completed in two weeks. The Food and Beverage grant is not given every year and application will need to be made through the Town of Summitville. Director Scott would like to provide previous Hazelbaker Scholars and the public with the opportunity to donate to this project through PayPal or Venmo. Janet Stover moved that the library obtain Venmo and PayPal accounts. Kathy Small seconded and the motion carried.

NEW BUSINESS

Code of Conduct

Director Scott presented a Code of Conduct for staff members of NMCPLS. Larry Watson made a motion to accept NMCPLS Code of Conduct as written. Mike Bomholt seconded and the motion carried

Internal Controls

Instructions for Disbursements

Director Scott would like to amend the Instruction for Disbursements as follows:

9. Paid claims are filed in order by check number by the month they were paid. Kenny Giselbach moved to accept the changes as read. Kathy Small seconded and the motion carried.

Instructions for Selling Prints

Director Scott would like to change the Policy and Instructions for Selling Prints of Mr. Crim's Paintings. About selling prints, the policy should be changed as follows. *For prints and other miscellaneous items (puzzles, coffee mugs, key chains), the Library will sell prints on demand.* Janet Stover moved to accept this change to the Policy and Instructions for Selling Prints of Mr. Crim's Paintings. Kenny Giselbach seconded and the motion carried.

Bank Reconciliation Procedures

The Board of Trustees reviewed the Bank Reconciliation Procedures. Kathy Small moved to accept the Bank Reconciliation Procedures as written. Larry Watson seconded and the motion carried.

Directors Report

The library has set up library email addresses for the Board to make accessing Board information easier. We had twenty-one people attend Lou Gerig's program. Thank you Kenny for recommending it. The mayor even attended. He donated a Willkie paperweight. Lenny Sharp donated a framed Crim print to the Frankton Library. Director Scott shared photos of the refurbished chairs at Summitville. Corwin Sullivan has done a very good job restoring these chairs. Thank you to Sheri for running the Board Meeting in February. Thank you to the Board for approving the Every Door Direct Mailing for the library.

Superintendents at Elwood and Madison Grant said the best way to get into the schools is to come to Kindergarten Round Up. Sarah Huffman attended Career Day at Elwood. Senate Bill 12 deals with disputed material in schools as well as public libraries. We are hoping this bill will not pass. Our policy states that it is the parent's responsibility to monitor what their children read.

Public Comment

There was no public comment.

Adjournment

President Eddleman adjourned the meeting by consent.

Kathy Small, Secretary

D Glenn Eddleman

Kenny Giselbach

Janet Stover

Mike Binkitt

Register Of Claims

North Madison County Public Library System

Report Date: From **02/01/23** To **02/28/23**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
	88	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$528.60	02/13/23	Service for Summitville, Elwood
			Operating Fund	Electricity	<u>\$1,438.53</u>		
				Total this claim =	\$1,967.13		
0	105	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$515.24	02/15/23	PERF Deposit
			Operating Fund	Emp Cont PERF	<u>\$1,923.54</u>		
				Total this claim =	\$2,438.78		
0	72	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	02/01/23	IN Def Comp Emp Matching Plan-Robertson
				Total this claim =	<u>\$211.45</u>		
0	71	NATIONWIDE	Annuity	Payroll Deductions	<u>\$261.00</u>	02/01/23	Payroll Ending 1/28/23
				Total this claim =	\$261.00		
0	70	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,982.52	02/01/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,398.09		
			Medicare	Empl.Share FICA&Medicare	\$326.97		
			Operating Fund	Empl.Share FICA&Medicare	\$1,398.09		
			Operating Fund	Empl.Share FICA&Medicare	<u>\$326.97</u>		
				Total this claim =	\$5,432.64		
0	69	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$514.78	02/01/23	PERF Deposit
			Operating Fund	Emp Cont PERF	<u>\$1,921.82</u>		
				Total this claim =	\$2,436.60		

<i>Warrant Number</i>	<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	76	AMAZON BUSINESS	Operating Fund	Elwood AV	\$220.84	02/01/23	As per attached invoices.
			Operating Fund	Frankton AV	\$162.70		
			Operating Fund	Summitville AV	\$140.72		
			Operating Fund	Technology Equipment	\$4,555.82		
			Operating Fund	Elwood Adult	\$42.27		
			Operating Fund	Elwood Childrens	\$0.00		
			Operating Fund	Elwood YA	\$0.00		
			Operating Fund	Frankton	\$0.00		
			Operating Fund	Summitville	\$0.00		
				Total this claim =	<u>\$5,122.35</u>		
0	75	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	02/01/23	PAYROLL
			Operating Fund	Salary of Assistants	\$18,460.82		
			Operating Fund	Wages of Janitor	\$1,335.34		
				Total this claim =	<u>\$22,604.26</u>		
0	90	LIBERTY MUTUAL INSURANCE	Operating Fund	Insurance	\$2,509.00	02/13/23	Renewal
				Total this claim =	<u>\$2,509.00</u>		
0	74	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,732.61	02/01/23	January Withholdings
			County Tax Withheld	Payroll Deductions	\$938.34		
				Total this claim =	<u>\$2,670.95</u>		
0	135	GRASS ROOTS PLUS, INC.	Operating Fund	Professional Services	\$0.00	02/01/23	
				Total this claim =	<u>\$0.00</u>		
0	73	AFLAC	AFLAC	Payroll Deductions	\$398.38	02/01/23	January Withholdings
				Total this claim =	<u>\$398.38</u>		
0	98	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$135.99	02/13/23	Postage meter lease
				Total this claim =	<u>\$135.99</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	106	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,003.49	02/15/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,390.60		
			Medicare	Empl.Share FICA&Medicare	\$325.23		
			Operating Fund	Empl.Share FICA&Medicare	\$1,390.60		
			Operating Fund	Empl.Share FICA&Medicare	\$325.23		
			Federal Tax Withheld	Empl.Share FICA&Medicare	\$19.52		
				Total this claim =	<u>\$5,454.67</u>		
0	56	CENTERPOINT ENERGY	Operating Fund	Gas	\$955.10	02/01/23	Service for Frankton, Elwood,
			Operating Fund	Gas	\$382.45		
			Operating Fund	Gas	\$253.72		
				Total this claim =	<u>\$1,591.27</u>		
0	55	CARDMEMBER SERVICE	Operating Fund	Insurance	\$132.00	02/01/23	As per attached invoices.
			Operating Fund	Waste Disposal Services	\$76.48		
			Operating Fund	Postage & UPS	\$3.72		
				Total this claim =	<u>\$212.20</u>		
0	112	NATIONWIDE	Annuity	Payroll Deductions	\$261.00	02/13/23	Payroll ending 2/11/23
				Total this claim =	<u>\$261.00</u>		
0	113	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	02/13/23	IN Def Comp Matching Plan-Robertson
				Total this claim =	<u>\$211.45</u>		
0	114	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	02/15/23	PAYROLL
			Operating Fund	Salary of Assistants	\$18,328.91		
			Operating Fund	Wages of Janitor	\$1,346.63		
				Total this claim =	<u>\$22,483.64</u>		
0	115	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,725.87	02/13/23	February Withholdings
			State Tax Withheld	Payroll Deductions	\$2.15		
			County Tax Withheld	Payroll Deductions	\$947.26		
				Total this claim =	<u>\$2,675.28</u>		
0	116	AFLAC	AFLAC	Payroll Deductions	\$398.38	02/15/23	February Withholdings
				Total this claim =	<u>\$398.38</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	117	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$8,209.79 \$821.74	02/15/23	Emp Health Ins 3/1-3/31
				Total this claim =	\$9,031.53		
33765	54	BOYCE FORMS/SYSTEMS	Operating Fund	Official Records	\$56.37	02/01/23	W2s & 1099's
				Total this claim =	\$56.37		
33766	57	CITY OF ELWOOD UTILITIES	Operating Fund Operating Fund	Water Waste Disposal Services	\$150.87 \$232.64	02/01/23	Service for Elwood
				Total this claim =	\$383.51		
33767	58	DISCOUNT PAPER PRODUCTS	Operating Fund	Office Supplies	\$74.50	02/01/23	Receipt tape
				Total this claim =	\$74.50		
33768	59	GRASS ROOTS PLUS, INC.	Operating Fund	Professional Services	\$135.00	02/01/23	Fall Lawn Application
				Total this claim =	\$135.00		
33769	60	GRAYBAR ELECTRIC CO, INC.	Operating Fund	Technology Equipment	\$421.31	02/01/23	3 Speco cameras for Elwood
				Total this claim =	\$421.31		
33770	61	HERALD BULLETIN, THE	Operating Fund	Elwood Period. & News.	\$395.83	02/01/23	Subscription for Elwood 52 weeks
				Total this claim =	\$395.83		
33771	62	EVERGREEN IN-ISL FOUNDATI	Operating Fund Operating Fund	Evergreen Membership Technology Software	\$7,458.00 \$370.51	02/01/23	Evergreen IN-Tier 8, Wowbrary license 2023
				Total this claim =	\$7,828.51		
33772	63	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$233.22	02/01/23	Program supplies-Summitville
				Total this claim =	\$233.22		
33773	64	OVERDRIVE, INC	Operating Fund	Ebook Services	\$458.04	02/01/23	eBooks
				Total this claim =	\$458.04		
33774	65	STAPLES	Operating Fund Operating Fund	Office Supplies Cleaning & Sanitation Supplies	\$329.98 \$218.60	02/01/23	As per attached invoices.
				Total this claim =	\$548.58		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33775	66	TOWN OF FRANKTON	Operating Fund	Electricity	\$338.28	02/01/23	Service for Frankton
			Operating Fund	Water	\$34.45		
			Operating Fund	Waste Disposal Services	\$16.08		
				Total this claim =	\$388.81		
33776	67	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	02/01/23	Service for Summitville
			Operating Fund	Waste Disposal Services	\$14.79		
			Operating Fund	Waste Disposal Services	\$5.00		
				Total this claim =	\$73.53		
33777	77	AT&T	Operating Fund	Telephone & Telegraph	\$203.53	02/13/23	Service for Elwood
			Operating Fund	Telephone & Telegraph	\$82.38		
				Total this claim =	\$285.91		
33778	78	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,397.31	02/13/23	As per attached invoices.
			Operating Fund	Elwood Childrens	\$633.07		
			Operating Fund	Elwood YA	\$272.23		
			Operating Fund	Frankton	\$1,025.84		
			Operating Fund	Summitville	\$664.11		
			Gift	Elwood Adult	\$123.47		
				Total this claim =	\$4,116.03		
33779	79	BURNETTE - DELLINGER INC.	Operating Fund	Insurance	\$200.00	02/13/23	Treasurer Bonds-Giselbach, Stover
				Total this claim =	\$200.00		
33780	80	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$200.00	02/13/23	Snow removal 1-25-23
				Total this claim =	\$200.00		
33781	81	CREATIVE PRODUCT SOURCE	Operating Fund	Advertising & Public Notices	\$184.50	02/13/23	200 Library Bags
				Total this claim =	\$184.50		
33782	82	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$55.05	02/13/23	Programing supplies-Elwood & Summitville
			Operating Fund	Elwood Adult Programing	\$7.30		
			Operating Fund	Summitville Programing	\$34.45		
				Total this claim =	\$96.80		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33783	83	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$94.45	02/13/23	Fire Extinguisher Inspection-Elwood
				Total this claim =	<u>\$94.45</u>		
33784	84	ENA SERVICES LLC	St Technology Fund Gra Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$1,377.92 \$275.65	02/13/23	VoIP & Internet
				Total this claim =	<u>\$1,653.57</u>		
33785	85	FRONTIER	Operating Fund	Telephone & Telegraph	\$272.03	02/13/23	Service for Frankton
				Total this claim =	<u>\$272.03</u>		
33786	86	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$2,350.00	02/13/23	Tree trimming , Reissue lost check#33631
				Total this claim =	<u>\$2,350.00</u>		
33787	87	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$24.78	02/13/23	Service for Summitville
				Total this claim =	<u>\$24.78</u>		
33789	89	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$200.00	02/13/23	Employment Ads
				Total this claim =	<u>\$200.00</u>		
33790	91	MADISON COUNTY HISTORIC	Operating Fund	Professional Services	\$30.00	02/13/23	Stephen Jackson program 2/7/23 @ Frankton Community Library
				Total this claim =	<u>\$30.00</u>		
33791	92	MARSHALL BEST SECURITY C	Operating Fund	Professional Services	\$145.40	02/13/23	Lock repair Elwood
				Total this claim =	<u>\$145.40</u>		
33792	93	MIDWEST TAPE	Operating Fund Operating Fund Operating Fund	Frankton AV Elwood AV Summitville AV	\$191.95 \$336.93 \$234.93	02/13/23	As per attached invoices.
				Total this claim =	<u>\$763.81</u>		
33793	94	MIDWEST TURF AND FORAGE	Operating Fund	Professional Services	\$200.00	02/13/23	Snow removal 1/25 Elwood parking lot
				Total this claim =	<u>\$200.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33794	95	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$7,266.00	02/13/23	Chandelier Lamp replacement-Elwood Labor & Materials for AirHandler/Boiler control panel
				Total this claim =	<u>\$7,266.00</u>		
33795	96	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$128.62	02/13/23	Craft Supplies Elwood
				Total this claim =	<u>\$128.62</u>		
33796	97	OVERDRIVE, INC	Operating Fund	Ebook Services	\$60.00	02/13/23	E books
				Total this claim =	<u>\$60.00</u>		
33797	99	RICOH USA, INC	Operating Fund	Office Supplies	\$120.82	02/13/23	Copies for Elwood
				Total this claim =	<u>\$120.82</u>		
33798	100	STACEY JONES	Operating Fund	Frankton Programing	\$32.41	02/13/23	Petty Cash
				Total this claim =	<u>\$32.41</u>		
33799	101	USI, INC	Operating Fund	Office Supplies	\$90.82	02/13/23	Laminating supplies
				Total this claim =	<u>\$90.82</u>		
33800	102	WORLD ARCHIVES	Operating Fund	Databases	\$1,253.00	02/13/23	NewspaperArchive.com
				Total this claim =	<u>\$1,253.00</u>		
33801	103	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$200.00	02/13/23	Snowplowing for Summitville
				Total this claim =	<u>\$200.00</u>		
33802	104	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$81.54	02/13/23	Stainless steel polish
				Total this claim =	<u>\$81.54</u>		
33803	107	REDBEARD CUSTOM PICTUR	Operating Fund	Professional Services	\$141.56	02/13/23	Framing of Frankton depot
				Total this claim =	<u>\$141.56</u>		
33804	108	OFFICE DEPOT	Operating Fund	Office Supplies	\$153.60	02/13/23	Copy paper
				Total this claim =	<u>\$153.60</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
33805	109	KAREN LARIMORE	Operating Fund	Traveling Expense	\$283.14	02/13/23	Travel expense 484 miles @ \$.58.5
					Total this claim =		
33806	110	ELWOOD CHAMBER OF COM	Operating Fund	Dues	\$85.00	02/13/23	Membership/Banner renewal
					Operating Fund	Advertising & Public Notices	\$100.00
					Total this claim =		
33807	111	SARAH FOX	Operating Fund	Summitville Programing	\$25.68	02/13/23	Program supplies
					Total this claim =		

Total Amount of Claims \$120,344.63

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 13, 2023


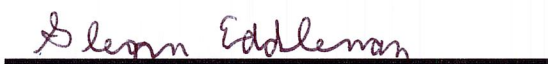




Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____.

		_____
		_____
		_____

SIGNATURES OF GOVERNING BOARD

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

NMCPLS Code of Conduct

1. Arrive to work on time.
2. Keep a positive attitude. A good attitude is a must when working with patrons and your coworkers. If you are having a difficult day, take a short break or some personal leave. Try to bring your best self to work.
3. Dress the part. Follow the personnel policy's dress code.
4. Be Trustworthy. Hold yourself accountable and be receptive to feedback and constructive criticism. Take pride in work. Remember quality and quantity are required in all aspects of your job.
5. Always treat EVERYONE with the utmost respect and integrity. We stand against harassment and sexual harassment of any kind. See the Equal Opportunity and Anti-Harassment section of the personnel policy.
6. Avoid political and controversial conversations. Strive to be impartial and fair in your interactions with patrons and coworkers.
7. Seek to improve. If there is a task you need to improve on ask for additional training. Niche Academy and Indiana State Library's archived webinars are two good resources to use. For technology topics set up a time to work with the IT Manager.
8. Be familiar with and follow the Evergreen Code of Ethics and ALA Bill of Rights.



EVERGREEN
INDIANA™
OPEN SOURCE INTEGRATED LIBRARY SYSTEM

EVERGREEN INDIANA CODE OF ETHICS FOR STAFF

I acknowledge that I have an obligation to the Evergreen Indiana Project and agree to comply with this Code of Ethics:

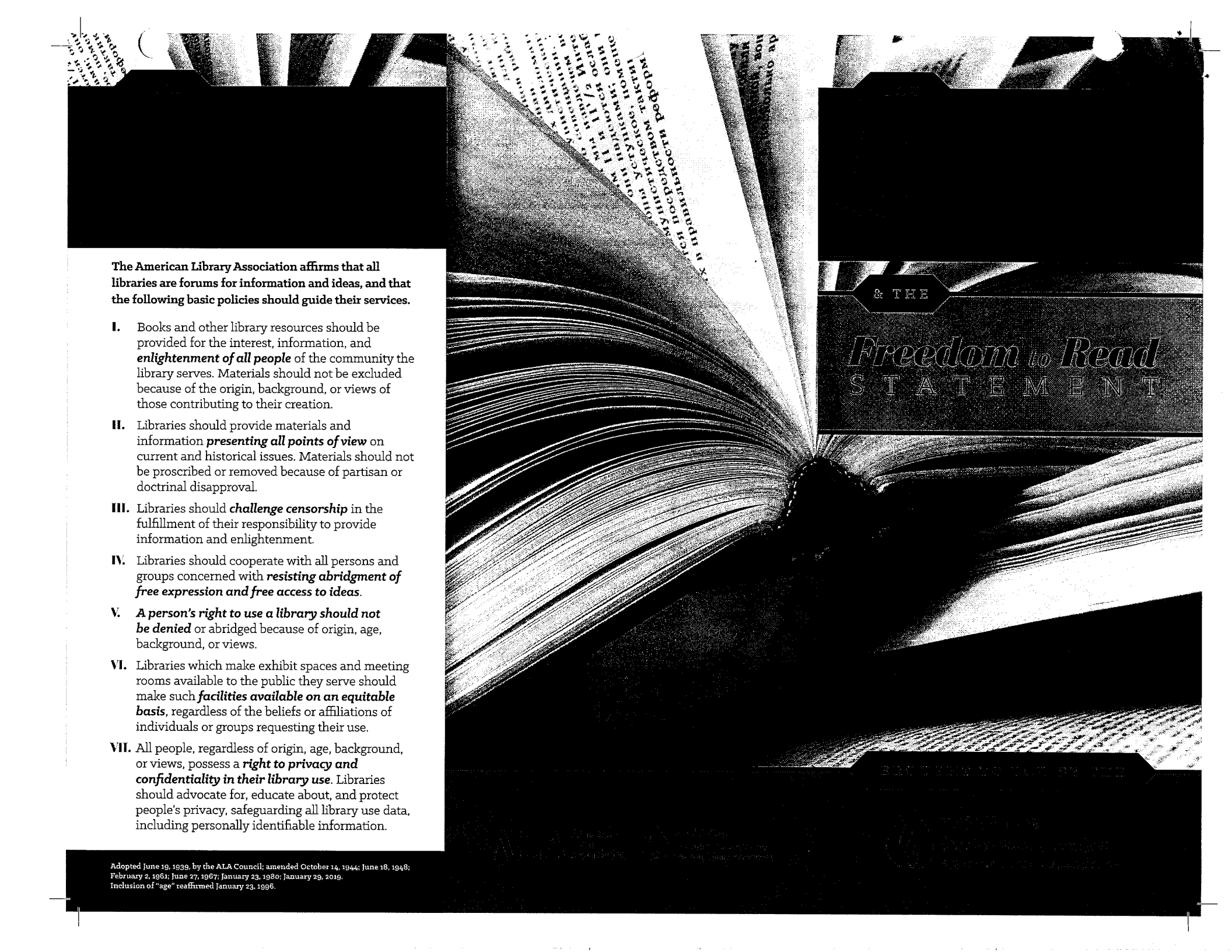
- I shall not violate the privacy and confidentiality of information entrusted to me or to which I may gain access, including a patron's private information or reading records. A patron's personal information, history, or records will not be provided to anyone without legal authorization. Further, I agree to take appropriate action in regard to any illegal or unethical practices that come to my attention.
- I shall not use knowledge of a confidential nature to further my personal interests or for personal gain for myself or others.
- I have an obligation to the Evergreen Indiana project to use equipment and software only for the purposes intended.
- I shall keep my personal skills and knowledge up-to-date and insure that proper expertise is available to the public as needed.
- I will share my knowledge by participating in Evergreen Indiana Committees; I will recommend policies and procedures to improve service delivery in accordance with the participation agreement.
- I shall accept full responsibility for the work I perform.
- I shall cooperate with other Evergreen Indiana members, treating them with honesty and respect.
- I will avoid conflict of interest and insure that the appropriate Indiana State Library management is aware of potential conflicts.
- I will not exploit the weakness of a computer system for personal gain or personal satisfaction for myself or others.
- I acknowledge that I must provide a signed copy of this form if my library is audited for compliance by Evergreen Indiana.

Staff Member's Signature

Date

Staff Member's Printed Name

Library Name



The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and **enlightenment of all people** of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information **presenting all points of view** on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should **challenge censorship** in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with **resisting abridgment of free expression and free access to ideas**.
- V. **A person's right to use a library should not be denied** or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such **facilities available on an equitable basis**, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a **right to privacy and confidentiality in their library use**. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

& THE

Freedom to Read STATEMENT

Freedom to Read STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension.

Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended

discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

To read the full Freedom to Read Statement, visit ala.org/intellectualfreedom

Instructions for Disbursements

1. All disbursements for purchases of supplies, equipment, goods and materials require a purchase order completed by staff and approved by the Director, receipt and/or fully itemized invoice with no sales tax.
2. All disbursements for services require an invoice with documentation of the service provided with staff initials and date of service.
3. All disbursements require a voucher signed by the director and a check signed by the treasurer with matching amount on receipt or invoice made out to the proper payee. Electronic funds transfers are used for some disbursements to avoid late fees. Electronic funds transfers require a voucher signed by the director and a receipt with confirmation number.
4. Claims are paid at monthly board meetings. Any claims due before the board meeting are paid with payroll in accordance with the Pay Bills with Prior Approval Resolution or remitted electronically in accordance with the EFT resolution.
5. The Administrative Assistant enters all claims into the accounting software.
6. The Administrative Assistant prints vouchers and checks. The Director signs the vouchers and the checks are signed by the Treasurer.
7. The claims register, listing all vouchers and electronic fund transfers, is reviewed and signed by each Board member at the monthly meeting.
8. After receiving the signed checks, the Administrative Assistant distributes them to the post office or delivers them to nearby vendors.
9. Paid claims are filed in order by check number by the month they were paid.
10. Any interest or penalty incurred due to late filing or furnishing of documentation by an officer or an employee will be the responsibility of that officer or employee.

If the any of the above procedures are not followed, the employee could face disciplinary action up to and including termination.

Signature

Date

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

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

The Library will sell postcards, prints and other miscellaneous items using captured art from Mr. Crim's copyrighted paintings for fundraising purposes. The Library will stock postcards to sell all year round. For prints and other miscellaneous items (puzzles, coffee mugs, key chains), the Library **Remove: only has space and funds to store and purchase limited stock. Add: will sell prints on demand.** **Remove:** To accommodate these restrictions, the Library will offer one miscellaneous item using a multiple of Mr. Crim's captured art for limited periods throughout the year. For instance, "From November 1 to December 20, the Library will be selling prints in varied sizes of Mr. Crim's paintings for the following titles: Pennsylvania Railroad Passenger Train – Winter 1946, Nickel Plate Road's Train #22 – So. C Street, A Little Girl Meets a Lady, and Indiana Union Interurban Car "ELWOOD" - #443. Quantities are limited. Get your copy of Elwood's rail history while they last."

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

Postcards*

3.5 x 5 - \$1.00

5 x 7 - \$3.00

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

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

Adopted – October 2022

Bank Reconciliation Procedures

1. Administrative Assistant enters invoices into the accounting program during the month.
2. Administrative Assistant creates a receipt at the end of every month for interest earned and a voucher for any bank charges incurred to the accounting program.
3. A check reconciliation worksheet is created within the accounting program.
4. If the calculated bank and end of month balances agree the Administrative Assistant and Director sign and date the worksheet. The Administrative Assistant uploads the worksheet to the State Board of Accounts.
5. If the check reconciliation worksheet does not balance, the Administrative Assistant works to find the issue. All bank accounts must balance at the end of each month.

INTERNAL CONTROL POLICY ANNUAL NOTICE

Pursuant to Indiana Code 5-11-1-27(h), notice is hereby given that the Board of Trustees of the North Madison County Public Library System have determined the Internal Control Policy and Procedures are in place and Personnel have received training in internal controls and procedures.

Dated: 3-13, 2023

/s/ Kenneth Heath

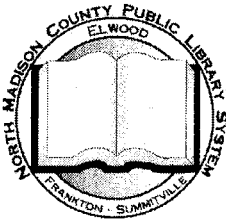
Treasurer, Board of Trustees

North Madison County Public Library System

/s/ Kathy Small

Secretary, Board of Trustees

North Madison County Public Library System



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

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

Executive Session Agenda
March 13, 2023
Elwood Public Library
1600 Main Street
Elwood, IN 46036
Immediately Following Regular Board Meeting
IC 5-14-1.5-6.1 (b)

Executive sessions may be held only in the following instances:

- (1) Where authorized by federal or state statute.
- (2) For discussion of strategy with respect to any of the following:
 - (A) Collective bargaining.
 - (B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
 - (C) The implementation of security systems.
 - (D) The purchase or lease of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties. However, all such strategy discussions must be necessary for competitive or bargaining reasons and may not include competitive or bargaining adversaries.
- (3) For discussion of the assessment, design, and implementation of school safety and security measures, plans, and systems.
- (4) Interviews and negotiations with industrial or commercial prospects or agents of industrial or commercial prospects by the Indiana economic development corporation, the office of tourism development, the Indiana finance authority, the ports of Indiana, an economic development commission, the Indiana state department of agriculture, a local economic development organization (as defined in IC 5-28-11-2(3)), or a governing body of a political subdivision.
- (5) To receive information about and interview prospective employees.
- (6) With respect to any individual over whom the governing body has jurisdiction:
 - (A) To receive information concerning the individual's alleged misconduct; and
 - (B) To discuss, before a determination, the individual's status as an employee, a student, or an independent contractor who is:
 - (i) a physician; or
 - (ii) a school bus driver.
- (7) For discussion of records classified as confidential by state or federal statute.
- (8) To discuss before a placement decision an individual student's abilities, past performance, behavior, and needs.
- (9) To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.
- (10) When considering the appointment of a public official, to do the following:
 - (A) Develop a list of prospective appointees.
 - (B) Consider applications.
 - (C) Make one (1) initial exclusion of prospective appointees from further consideration.
Notwithstanding IC 5-14-3-4(b)(12), a governing body may release and shall make available for inspection and copying in accordance with IC 5-14-3-3 identifying information concerning prospective appointees not initially excluded from further consideration. An initial exclusion of prospective appointees from further consideration may not reduce the number of prospective appointees to fewer than three (3) unless there are fewer than three (3) prospective appointees. Interviews of prospective appointees must be conducted at a meeting that is open to the public.
- (11) To train school board members with an outside consultant about the performance of the role of the members as public officials.
- (12) To prepare or score examinations used in issuing licenses, certificates, permits, or registrations under IC 25.

Date/Time: Mar. 9. 2023 1:52PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
7278	Memory TX	Summitville FAX	P. 2	OK	

Reason for error

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

Agenda

March 13, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville South Pavilion
- New Business
 - 1. Code of Conduct
 - 2. Internal Controls
- Director's Report
- Public Comment
- Adjournment

1)
2)

Date/Time: Mar. 9. 2023 1:52PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
7277 Memory TX	Frankton FAX	P. 2	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
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Agenda

March 13, 2023

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

Elwood Public Library

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Date/Time: Mar. 9. 2023 1:52PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
7276	Memory TX	Herald-Bulletin	P. 2	OK	

Reason for error

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

Agenda

March 13, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
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Please Publish

Date/Time: Mar. 9. 2023 1:52PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
7275	Memory TX	call leader	P. 2	OK	

Reason for error

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

Agenda

March 13, 2023

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

Please Publish

Agenda

April 10, 2023

North Madison County Public Library System
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting
4:30 P.M.

Call to Order
Call for Quorum
Consent Agenda

Minutes
Claims Register & Checks
Personnel

Old Business

1. Summitville South Pavilion

New Business

1. Elwood: A Pictorial History Printing Quotes
2. Committees
3. Stats Website

Director's Report
Public Comment
Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Ralph E. Hazelbaker Library
Regular Meeting
April 10, 2023
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 10, 2023 at the Ralph E. Hazelbaker Library at 4:30 p.m.

CALL FOR QUORUM

Present were members Glenn Eddleman, Mike Bomholt, Janet Stover, and Kenny Giselbach. Also in attendance were Jamie Scott, Director and Sheri Wallace, Administrative Assistant, Mike Tschuur, Pridemark Construction, Beverly Austin, and Sarah Fox, Hazelbaker Branch Manager.

CONSENT AGENDA

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

OLD BUSINESS

Summitville South Pavilion

Mike Shore, Pridemark Construction, presented a bid of \$134,820.00 for the Pavilion at the Hazelbaker Library. We could take some things out to lower our cost to \$104,000.00. They will be able to start as soon as they obtain the permits. David Baney gave an estimate of \$154,800.00. Mr. Baney's subcontractors will not be able to start for some time. Kenny Giselbach moved to accept the quote from Pridemark for \$134,820.00. Mike Bomholt made a second and the motion carried.

NEW BUSINESS

Elwood: A Pictorial History Printing Quotes

Director Scott received a quote from Printing Partners for the Elwood Pictorial History for \$9,500.00 for 100 books. MT Publishing had a more reasonable quote of \$28.50 per book. We need to get additional information from MT Publishing on adding colors. We are waiting on a quote from Images of America. Director Scott would like to revisit this next month.

Committees

Director Scott would like to form a building committee to help with building maintenance at all three locations. Lisa Hobbs volunteered to chair this committee. Mike Bomholt and Kenny Giselbach also volunteered for the committee. Janet Stover made a motion to establish this building committee to take inventory of maintenance items

for North Madison County Public Library System. Mike Bomholt made a second and the motion carried.

Stats Website

Director Scott unveiled the new site to gather all library statistics system wide. It is still a work in progress but should make the statistics easier to understand. We sent out our first Every Door Direct flier through the post office on March 17. We had 29 people come in and tell us they received it. We had four new people come to the writing program. We have had new people come to other programs as well.

Directors Report

We are having a fundraiser at Dairy Queen on April 29th from 4 pm to 9 pm. Fifteen percent of the proceeds will be donated to the library. We had another water leak. This is the fourth time for repair. Mr. Rooter repaired it last time. Fortunately, it was still under warranty. Mr. Rooter repaired it immediately with no cost to the library. We received an Indiana Legal Help Desk Kiosk. Jim Hunter, Court Administrator for Madison County recommended Elwood Public Library receive this service. We have three trees that need to be removed from Elwood. We have Hensley,s Tree Service scheduled to do that work.. We will be closed for staff training on May 3rd.

Public Comment

Beverly Austin shared the Jamie Scott and Sheri Wallace are very good at watching the money and you can count on their information being correct. Mrs. Austin is thrilled that the Summitville Pavilion project is moving forward. Also keep your eyes open for the Elwood Pictorial Directory at rummage sales. She has found two copies that way.

Adjournment

President Eddleman adjourned the meeting by consent.

Kathy Small, Secretary

Michael Bomholt

Glenn Eddleman

Laurance d Watson

Kenya Giebler

Lisa A Hollis

Register Of Claims

North Madison County Public Library System

Report Date: From **03/01/23** To **03/31/23**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	174	AT&T	Operating Fund	Telephone & Telegraph	\$82.38	03/29/23	Service for Summitville
				Total this claim =	\$82.38		
0	187	AMAZON BUSINESS	Operating Fund	Elwood AV	\$502.28	03/29/23	As per attached invoices.
			Operating Fund	Frankton AV	\$221.74		
			Operating Fund	Summitville AV	\$221.74		
			Operating Fund	Technology Equipment	\$27.49		
			Operating Fund	Elwood Adult	\$27.98		
			Operating Fund	Operating Supplies	\$33.98		
			Operating Fund	Elwood Adult Programing	\$8.99		
				Total this claim =	\$1,044.20		
0	186	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	03/29/23	PAYROLL
			Operating Fund	Salary of Assistants	\$18,313.27		
			Operating Fund	Wages of Janitor	\$1,344.00		
				Total this claim =	\$22,465.37		
0	185	AFLAC	AFLAC	Payroll Deductions	\$597.57	03/29/23	March Withholdings
				Total this claim =	\$597.57		
0	184	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$2,590.37	03/29/23	March withholdings
			County Tax Withheld	Payroll Deductions	\$1,420.94		
				Total this claim =	\$4,011.31		
0	183	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	03/29/23	IN Def Comp Emp Matching Plan-Robertson
				Total this claim =	\$211.45		
0	182	NATIONWIDE	Annuity	Payroll Deductions	\$261.00	03/29/23	Payroll Ending 3/25/23
				Total this claim =	\$261.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	181	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$7,798.92 \$1,232.61	03/29/23	Employee Health Insurance
				Total this claim =	<u>\$9,031.53</u>		
0	120	CARDMEMBER SERVICE	Operating Fund Operating Fund Gift Operating Fund Operating Fund Operating Fund	Telephone & Telegraph Cleaning & Sanitation Supplies Professional Services Bldg. Matl. And Supplies Operating Supplies Operating Supplies	\$1,200.00 \$35.76 \$41.56 \$82.94 \$12.96 \$10.76	03/01/23	As per attached invoices.
				Total this claim =	<u>\$1,383.98</u>		
0	121	CENTERPOINT ENERGY	Operating Fund Operating Fund Operating Fund	Gas Gas Gas	\$821.49 \$275.29 \$189.25	03/01/23	Service for Elwood, Summitville,
				Total this claim =	<u>\$1,286.03</u>		
0	188	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$647.23	03/29/23	1st Qtr SUTA
				Total this claim =	<u>\$647.23</u>		
0	175	CENTERPOINT ENERGY	Operating Fund Operating Fund Operating Fund	Gas Gas Gas	\$602.41 \$181.17 \$154.81	03/29/23	Service for Elwood, Frankton,
				Total this claim =	<u>\$938.39</u>		
0	119	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	\$2,012.15 \$1,405.22 \$328.65 \$1,405.22 \$328.65	03/01/23	Federal Tax Deposit
				Total this claim =	<u>\$5,479.89</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	172	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,989.76	03/29/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,389.47		
			Medicare	Empl.Share FICA&Medicare	\$324.95		
			Operating Fund	Empl.Share FICA&Medicare	\$1,389.47		
			Operating Fund	Empl.Share FICA&Medicare	\$324.95		
				Total this claim =	<u>\$5,418.60</u>		
0	171	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$516.24	03/29/23	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,927.27		
				Total this claim =	<u>\$2,443.51</u>		
0	170	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	03/15/23	PAYROLL
			Operating Fund	Salary of Assistants	\$18,383.31		
			Operating Fund	Wages of Janitor	\$1,304.63		
				Total this claim =	<u>\$22,496.04</u>		
0	169	CARDMEMBER SERVICE	Operating Fund	Telephone & Telegraph	\$1,200.00	03/15/23	As per attached invoices.
			Operating Fund	Advertising & Public Notices	\$450.00		
			Operating Fund	Professional Meetings	\$130.00		
			Operating Fund	Elwood Children's Programing	\$43.99		
				Total this claim =	<u>\$1,823.99</u>		
0	168	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,654.88	03/13/23	Service for Elwood
				Total this claim =	<u>\$1,654.88</u>		
0	167	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	03/15/23	IN Def Comp Emp Matching Plan-Robertson
				Total this claim =	<u>\$211.45</u>		
0	166	NATIONWIDE	Annuity	Payroll Deductions	\$261.00	03/15/23	Payroll Ending 3-11-23
				Total this claim =	<u>\$261.00</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	164	AMAZON BUSINESS	Operating Fund	Elwood AV	\$642.10	03/13/23	As per attached invoices.
			Operating Fund	Frankton AV	\$350.02		
			Operating Fund	Summitville AV	\$350.02		
			Operating Fund	Elwood Adult	\$61.96		
			Operating Fund	Frankton	\$29.95		
			Operating Fund	Office Supplies	\$17.48		
			Operating Fund	Elwood Children's Programing	\$65.77		
				Total this claim =	\$1,517.30		
0	159	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,010.33	03/15/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,391.38		
			Medicare	Empl.Share FICA&Medicare	\$325.40		
			Operating Fund	Empl.Share FICA&Medicare	\$1,391.38		
			Operating Fund	Empl.Share FICA&Medicare	\$325.40		
				Total this claim =	\$5,443.89		
0	158	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$515.04	03/15/23	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,922.79		
				Total this claim =	\$2,437.83		
0	118	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$514.61	03/01/23	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,921.17		
				Total this claim =	\$2,435.78		
0	133	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	03/01/23	IN Def Comp Empl Contribution-Robertson
				Total this claim =	\$211.45		
0	189	LIBERTY MUTUAL INSURANCE	Operating Fund	Insurance	\$2,035.00	03/29/23	Policy #XWS57549363
				Total this claim =	\$2,035.00		
0	147	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$448.36	03/13/23	Service for Summitville
			Operating Fund	Electricity	\$16.06		
				Total this claim =	\$464.42		

<i>Warrant Number</i>	<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	134	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	03/01/23	PAYROLL
			Operating Fund	Salary of Assistants	\$18,581.87		
			Operating Fund	Wages of Janitor	\$1,329.56		
				Total this claim =	<u>\$22,719.53</u>		
0	132	NATIONWIDE	Annuity	Payroll Deductions	\$261.00	03/01/23	Payroll Ending 02/25/23
				Total this claim =	<u>\$261.00</u>		
0	131	PURCHASE POWER	Operating Fund	Postage & UPS	\$620.99	03/01/23	Postage
				Total this claim =	<u>\$620.99</u>		
0	130	AMAZON BUSINESS	Operating Fund	Elwood AV	\$429.18	03/01/23	As per attached invoices.
			Operating Fund	Frankton AV	\$137.75		
			Operating Fund	Summitville AV	\$137.75		
			Operating Fund	Technology Equipment	\$3,984.76		
			Operating Fund	Office Supplies	\$7.17		
			Operating Fund	Elwood Adult Programing	\$108.40		
			Operating Fund	Summitville	\$14.39		
				Total this claim =	<u>\$4,819.40</u>		
33808	122	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	03/01/23	Service for Elwood
			Operating Fund	Waste Disposal Services	\$216.20		
				Total this claim =	<u>\$367.07</u>		
33809	123	MADISON COUNTY HISTORIC	Operating Fund	Professional Services	\$30.00	03/01/23	Stephen Jackson 3-7-23
				Total this claim =	<u>\$30.00</u>		
33810	124	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	\$181.35	03/01/23	Mileage for 310 miles @ \$.585 = \$181.35
				Total this claim =	<u>\$181.35</u>		
33811	125	SARAH FOX	Operating Fund	Summitville Programing	\$36.69	03/01/23	Petty Cash
				Total this claim =	<u>\$36.69</u>		
33812	126	STACEY JONES	Operating Fund	Frankton Programing	\$37.60	03/01/23	Petty Cash
				Total this claim =	<u>\$37.60</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>
33813	127	TOWN OF FRANKTON	Operating Fund	Electricity	\$366.55	03/01/23	Service for Frankton
			Operating Fund	Water	\$34.45		
			Operating Fund	Waste Disposal Services	\$21.20		
				Total this claim =	<u>\$422.20</u>		
33814	128	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$73.53	03/01/23	Service for Summitville
				Total this claim =	<u>\$73.53</u>		
33815	129	VICTORIA WALSER	Operating Fund	Elwood Children's Programing	\$5.00	03/01/23	Petty Cash
			Operating Fund	Elwood AV	\$29.99		
				Total this claim =	<u>\$34.99</u>		
33816	136	AT&T	Operating Fund	Telephone & Telegraph	\$202.26	03/13/23	Service for Elwood
				Total this claim =	<u>\$202.26</u>		
33817	137	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,407.19	03/13/23	As per attached invoices.
			Gift	Elwood Childrens	\$17.10		
			Operating Fund	Elwood YA	\$255.39		
			Operating Fund	Frankton	\$802.35		
			Operating Fund	Summitville	\$604.72		
			Operating Fund	Elwood Childrens	\$588.53		
				Total this claim =	<u>\$3,675.28</u>		
33818	138	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$96.00	03/13/23	Pest Control-Elwood, Summitville, Frankton
			Operating Fund	Professional Services	\$96.00		
			Operating Fund	Professional Services	\$96.00		
				Total this claim =	<u>\$288.00</u>		
33819	139	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$252.00	03/13/23	As per attached invoices.
			Operating Fund	Summitville Programing	\$8.30		
				Total this claim =	<u>\$260.30</u>		
33820	140	EBSCO	Operating Fund	Databases	\$4,012.00	03/13/23	Novelist Plus, Library Aware, MyHeritage Library Edition
				Total this claim =	<u>\$4,012.00</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>
33821	141	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$116.64	03/13/23	Legal- AFR 2022
				Total this claim =	<u>\$116.64</u>		
33822	142	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$689.80	03/13/23	Fire Extinguisher Inspection-Summitville
			Operating Fund	Professional Services	\$500.00		
				Total this claim =	<u>\$1,189.80</u>		
33823	143	DEMCO	Operating Fund	Book Processing	\$174.50	03/13/23	Book processing
				Total this claim =	<u>\$174.50</u>		
33824	144	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$275.65	03/13/23	VoIP
			St Technology Fund Gra	Telephone & Telegraph	\$1,377.92		
				Total this claim =	<u>\$1,653.57</u>		
33825	145	FRONTIER	Operating Fund	Telephone & Telegraph	\$272.03	03/13/23	Service for Frankton
				Total this claim =	<u>\$272.03</u>		
33826	146	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$70.65	03/13/23	AFR Legal Ad
				Total this claim =	<u>\$70.65</u>		
33827	148	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$329.92	03/13/23	Book processing/ Book marks for Frankton
			Operating Fund	Frankton Programing	\$22.73		
				Total this claim =	<u>\$352.65</u>		
33828	149	MIDWEST TAPE	Operating Fund	Frankton AV	\$79.98	03/13/23	As per attached invoices.
			Operating Fund	Elwood AV	\$367.91		
			Operating Fund	Summitville AV	\$84.98		
			Operating Fund	Book Processing	\$1,011.95		
				Total this claim =	<u>\$1,544.82</u>		
33829	150	NUGENT ELECTRIC INC.	Operating Fund	Operating Supplies	\$116.00	03/13/23	13 W Light bulbs for Elwood
				Total this claim =	<u>\$116.00</u>		
33830	151	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$170.25	03/13/23	Summer Reading-Summitville
				Total this claim =	<u>\$170.25</u>		

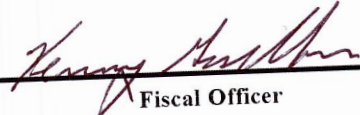
<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33831	152	OVERDRIVE, INC	Operating Fund	Ebook Services	\$3,000.00	03/13/23	Library Participation-FutureParticipation in Indiana Digital Library 3/23-2/24
				Total this claim =	<u>\$3,000.00</u>		
33832	153	RICOH USA, INC	Operating Fund	Office Supplies	\$133.90	03/13/23	Copies, Frankton, Summitville, Elwood
			Operating Fund	Office Supplies	\$27.28		
			Operating Fund	Office Supplies	\$170.83		
				Total this claim =	<u>\$332.01</u>		
33833	154	SARAH FOX	Operating Fund	Summitville Programing	\$19.10	03/13/23	Petty Cash
				Total this claim =	<u>\$19.10</u>		
33834	155	STAPLES	Operating Fund	Office Supplies	\$284.54	03/13/23	As per attached invoices.
			Operating Fund	Cleaning & Sanitation Supplies	\$152.63		
				Total this claim =	<u>\$437.17</u>		
33835	156	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$73.53	03/13/23	Service for Summitville
				Total this claim =	<u>\$73.53</u>		
33836	157	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$288.00	03/13/23	Qtrly Contracts,Repairs at Elwood
			Operating Fund	Professional Services	\$345.22		
			Operating Fund	Professional Services	\$1,329.00		
			Operating Fund	Professional Services	\$315.00		
				Total this claim =	<u>\$2,277.22</u>		
33837	160	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$25.02	03/13/23	Service for Summitville
				Total this claim =	<u>\$25.02</u>		
33838	161	KATIE SCHIFFNER	Operating Fund	Traveling Expense	\$9.36	03/13/23	16 miles @ \$.585 = \$9.36
				Total this claim =	<u>\$9.36</u>		
33839	162	KAREN LARIMORE	Operating Fund	Traveling Expense	\$283.14	03/13/23	Travel expense 484 miles @ \$58.5 = \$283.14
				Total this claim =	<u>\$283.14</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33840	163	NICHE ACADEMY	Operating Fund	Databases	\$1,600.00	03/13/23	Annual subscription renewal 2/28/23 to 2/27/24
				Total this claim =	<u>\$1,600.00</u>		
33841	165	STACEY JONES	Operating Fund	Frankton Programing	\$12.50	03/13/23	Programing
				Total this claim =	<u>\$12.50</u>		
33842	173	STATE INDUSTRIAL PRODUCT	Operating Fund	Operating Supplies	\$710.77	03/29/23	5 tubs of 65lb Ice Melt
				Total this claim =	<u>\$710.77</u>		
33843	176	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	03/29/23	Service for Elwood
			Operating Fund	Waste Disposal Services	\$276.48		
				Total this claim =	<u>\$427.35</u>		
33844	177	RICOH USA, INC	Operating Fund	Office Supplies	\$28.14	03/29/23	Copies for Summitville, Frankton
			Operating Fund	Office Supplies	\$81.00		
				Total this claim =	<u>\$109.14</u>		
33845	178	SARAH FOX	Operating Fund	Summitville Programing	\$43.50	03/29/23	Petty Cash
				Total this claim =	<u>\$43.50</u>		
33846	179	STAPLES	Operating Fund	Office Supplies	\$111.16	03/29/23	As per attached invoices.
			Operating Fund	Cleaning & Sanitation Supplies	\$67.46		
				Total this claim =	<u>\$178.62</u>		
33847	180	TOWN OF FRANKTON	Operating Fund	Electricity	\$315.46	03/29/23	Service for Frankton
			Operating Fund	Water	\$34.45		
			Operating Fund	Waste Disposal Services	\$20.60		
				Total this claim =	<u>\$370.51</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
Total Amount of Claims					\$149,907.51		

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 10, 2023



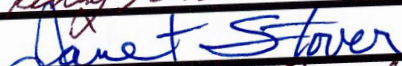
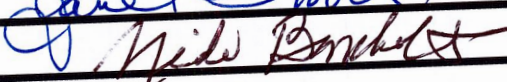

 Fiscal Officer

ALLOWANCE OF VOUCHERS

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

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 10 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$149,907.51

Date this _____ day of _____, 20_____.

SIGNATURES OF GOVERNING BOARD

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

Baney Excavating
2500 N Shirey Rd
Muncie, Indiana 47303



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

Job Location: Summitville Library Invoice / Bid BID

Job Description: New pavilion addition 25'x30' with 2 new walkways

1. All project will be done to or above existing codes, Mobilize all equipment necessary to do project.
2. Demo existing steps on south side of building, remove 1 large tree & stump and clean up. Haul away.
3. Dig 80'LF of footers for addition 24"x10" with re-bar and pin to existing. Haul away all spoils as needed.
4. Lay foundation block with brick ledge as needed for veneer brick. 2" Insulation on sidewalls Back fill, plastic & pour 4" slab
5. 10 Brick columns to match existing. Note: we will try to match existing brick as close as possible.
6. Form and pour sidewalks 1 to east 6'x30', 1 to south tie into existing 6'x45, steps if needed, some demo at tie in point.
7. Build and tie in new roof system to match existing feather shingles to existing cathedral ceilings with metal siding.
trim as needed. Install 2 fans and up to 8 lights on ceiling, up to 10 power outlets.
8. landscape around new addition to match existing with #4 gravel. Note: plants not included.
9. grade to match existing, seed and straw as needed.
10. clean up as needed on job site. \$154,800.00

NOTES; some pricing depending on start date could fluctuate moderately. Also the sub-contractors set originally to do work have already booked work for spring and summer we will make all attempts to start and finish the project in a timely manner and on budget.

11. OPTION; install new roof on existing building when installing roof for addition. Includes tear off 1 layer of existing shingles \$52,000.00
and install new 30 year shingles addressing leak issues at front entrance. NOTE: any roof plywood or structure that needs replaced or repaired will be at an extra cost.

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

All work is to be completed in a substantial and workmanlike manner for the sum of \$206,800.00

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

Thank you!

Terms: Respectfully submitted:	Client: <u>Ralph E. Hazelbaker Library</u> Address: City, State, & Zip: <u>Summitville IN 46070</u> Phone:
Client Acceptance: Date: <u>04/01/23</u>	City, State, & Zip: <u>Summitville IN 46070</u> Phone:



Building From a Solid Foundation

TO: Ms. Jamie Scott
Hazelbaker Library
1013 W Church Street
Summitville, In. 46070

FROM: Mike Tschuor, President/Estimator/Project Manager
Bryan Guffey, Estimator/Project Manager
Pridemark Construction., Inc.

DATE: April / 4th / 2023

REF: Covered Porch Addition, New Sidewalks & Landscaping.

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: \$134,820.00

ADD Alternate: Window in South wall: \$4895.00.

Scope of Work:

- Remove existing overhang, tree, and concrete pad.
- Strip topsoil and stockpile on site.
- Redistribute Topsoil once patio is completed.
- Provide landscaping complete per attached drawings. Option 1 included Option 2 add \$1200.00
- Install concrete footers to print specs.
- Install block foundation to print specs.
- Install 4" underdrain on interior and exterior sides of foundation wall, drain to daylight.
- Install drainage fill around 4" drainpipe.
- Install 2" insulation around interior foundation walls.
- Install 25'x27' concrete slab to print specs.
- Install sidewalk from new porch area to the south set of stairs and to the east to parking lot.

- Repair existing stairs.
- Install 8x8 treated posts to support roof system.
- Install 2x10 beam on both sides to receive trusses.
- Install scissor trusses 24" on center with overhang and pitch to match existing building.
- Install 1/2" OSB and H clips for roof sheeting.
- Install ice and water shield at eaves and valleys.
- Install synthetic roofing felt.
- Install shingles to match existing ones as close as possible. Due to fading the shingles will not be a perfect match.
- Install 7/16" OSB on gable end.
- Install house wrap on gable end.
- Install 2-ply 16" LVL beam in center of roof.
- Install white vinyl beaded soffit on porch ceiling.
- Install white vinyl vented soffit on overhangs.
- Install white 6" fascia on all fascia boards.
- Install white vinyl siding to match existing building as close as possible on gable end.
- Install white gutters and downspouts to match existing ones as close as possible.
- Install black aluminum railing on three sides of the new porch area.
- Install 8- brick columns for concrete slab to roof above. Color to match existing building as close as possible.
- Install 4- outlets with USB ports on new columns.
- Install 12- can lights in porch ceiling.
- Install 2- ceiling fans.
- Install 1- light on gable end.
- Install 2- switches.

Misc. Items Included:

- *Clean up of our materials!*
- *De-Mob site.*
- *All work is figured for standard working times. No overtime 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

Thank you for your Support and Business.



Mike Tschuor, President/Estimator/Project Manager
 Bryan Guffey, Estimator/Project Manager
 Pridemark Construction Inc.



Building From a Solid Foundation

Total Cost of Base Bid : \$134,820.00

ADD Alternate: Window in South wall: \$4895.00.

ADD Alternate: Option Two landscaping: \$1200.00.

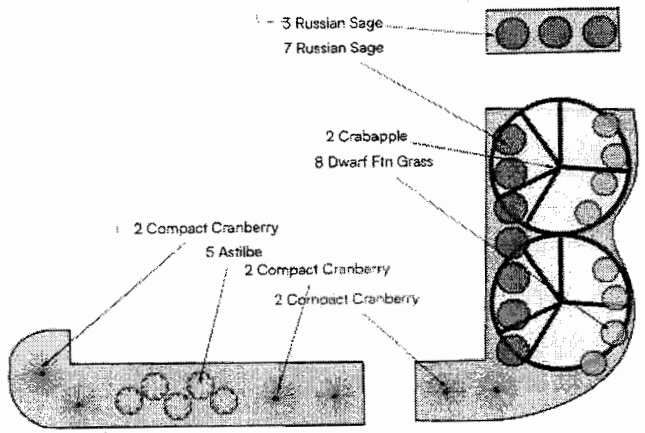
Working Agreement between Pridemark Construction, Inc.

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.

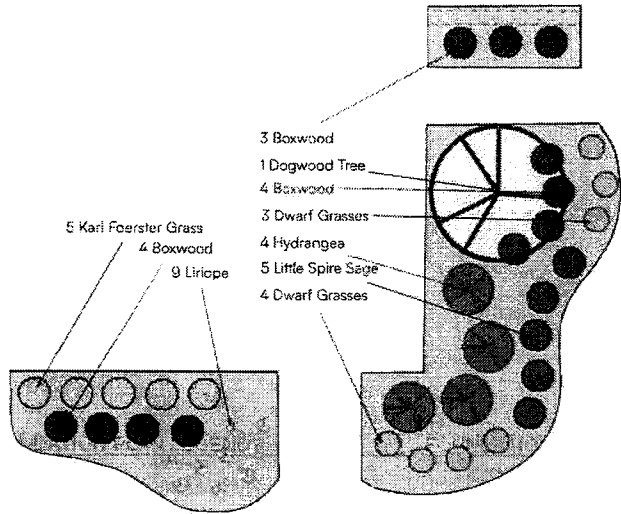
Owners
Signatures: _____ Title: _____

Owners Purchase Order # _____ P.O. Attached: _____

Contractor
Signatures: _____ Title: _____



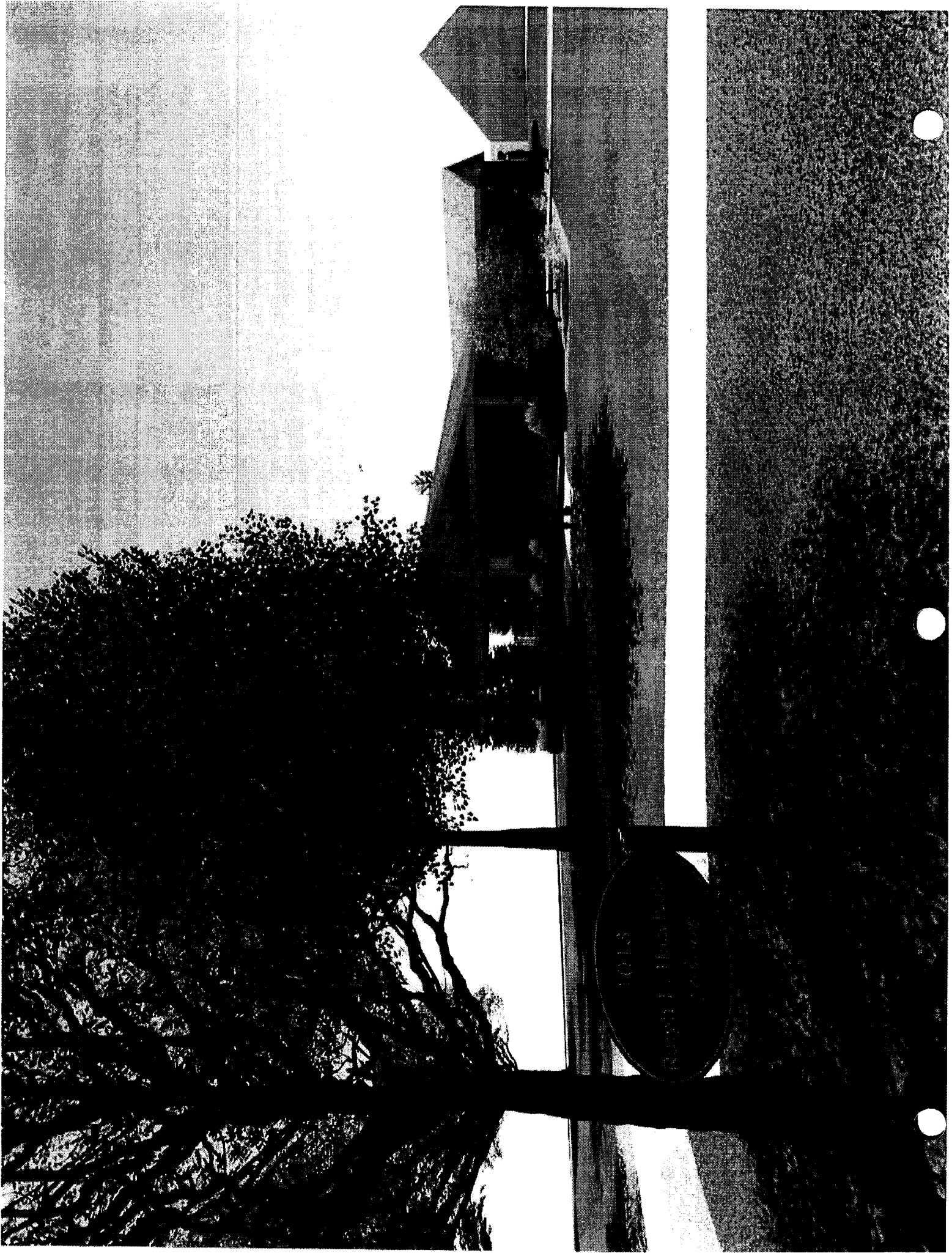
Option
#1



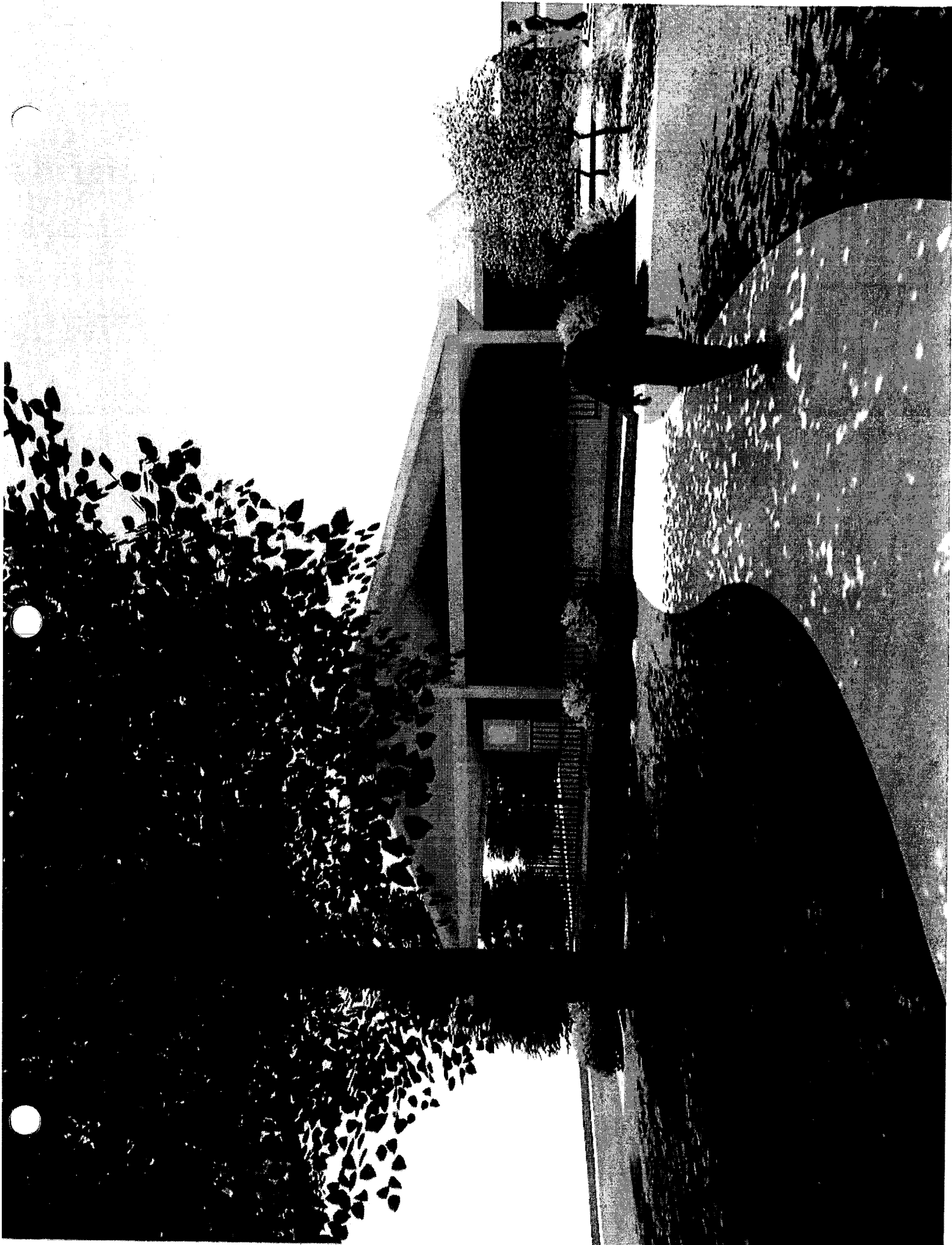
5 Kari Foerster Grass
 4 Boxwood
 9 Liriope

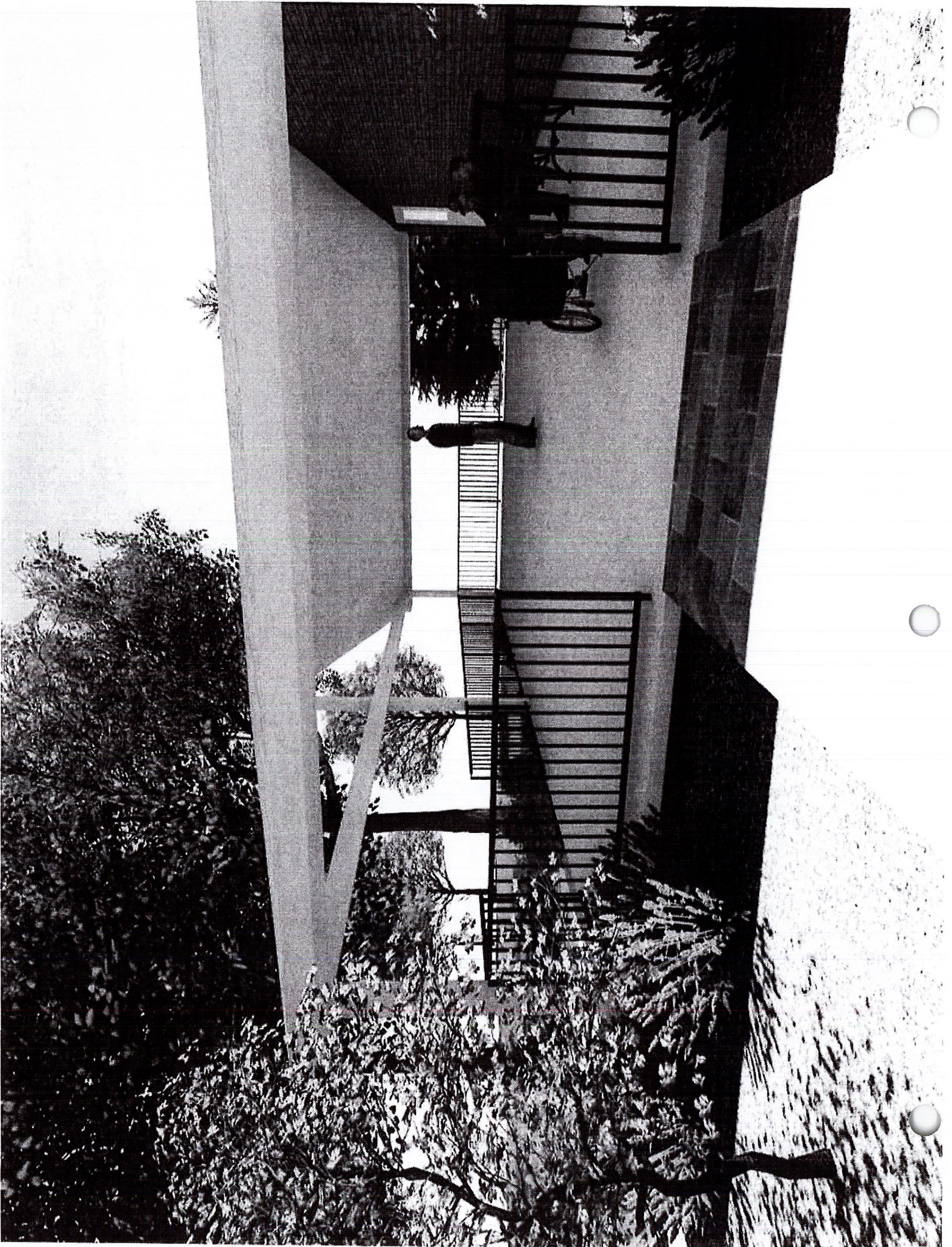
3 Boxwood
 1 Dogwood Tree
 4 Boxwood
 3 Dwarf Grasses
 4 Hydrangea
 5 Little Spire Sage
 4 Dwarf Grasses

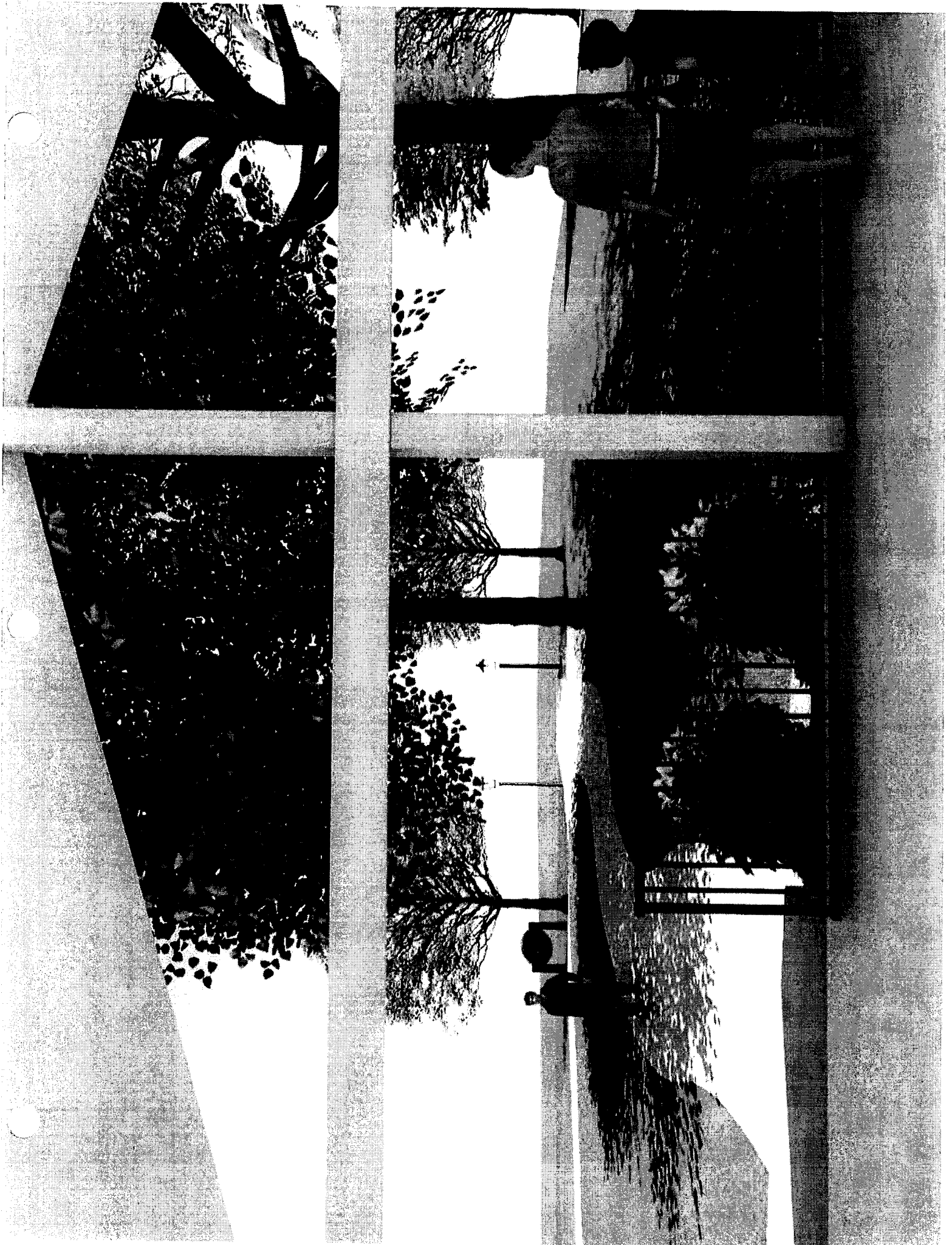
Option
 #2



10/20
SUNSET HILL







Baney Excavating
2500 N Shirey Rd
Muncie, Indiana 47303



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

Job Location: **Summitville Library** Invoice / Bid **BID**

Job Description: **New pavilion addition 25'x30' with 2 new walkways**

1. All project will be done to or above existing codes, Mobilize all equipment necessary to do project.
2. Demo existing steps on south side of building, remove 1 large tree & stump and clean up. Haul away.
3. Dig 80'LF of footers for addition 24"x10" with re-bar and pin to existing. Haul away all spoils as needed.
4. Lay foundation block with brick ledge as needed for veneer brick. 2" Insulation on sidewalls Back fill, plastic & pour 4" slab
5. 10 Brick columns to match existing. Note: we will try to match existing brick as close as possible.
6. Form and pour sidewalks 1 to east 6'x30', 1 to south tie into existing 6'x45, steps if needed, some demo at tie in point.
7. Build and tie in new roof system to match existing feather shingles to existing cathedral ceilings with metal siding.
trim as needed. Install 2 fans and up to 8 lights on ceiling, up to 10 power outlets.
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NOTES; some pricing depending on start date could fluctuate moderately. Also the sub-contractors set originally to do work have already booked work for spring and summer we will make all attempts to start and finish the project in a timely manner and on budget.

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3. In the event suit is necessary for the collection of any amount due and owing to Baney Excavating & Construction the undersigned further agrees to pay to Baney Excavating & Construction all fees, cost and expenses, including but not limited to, attorney's fees actually incurred by Baney Excavating & Construction in the prosecution of such suit.
4. In the event suit is necessary for the collection of any amount due and owing to Baney Excavating & Construction the undersigned hereby waives any and all demand, notice, protest and notice of protest and agrees that any judgments which may be enter in favor of Baney Excavating & Construction shall be without relief from valuation and appraisal laws.

Thank you!

Terms:

Respectfully submitted:  Client: **Ralph E. Hazelbaker Library**

Client Acceptance: _____ Address _____

Date: **04/01/23** City, State, & Zip **Summitville IN 46070**

Phone _____



Printing Partners
 929 W. 16th Street
 Indianapolis, IN 46202
 317 635-2282 Fax: 317 635-2312

Est Issue #: 564863
 Date: 4/7/2023
 By: Brian Madsen

Elwood Library
 Attn: Jamie Scott
 ,
 United States

Description: Historical Book 152pg 8.5x11 Hard Cover

We are pleased to submit the following proposal:

Detailed Description:

		<u>Qty 1</u>	<u>Qty 2</u>	<u>Qty 3</u>	<u>Qty 4</u>	<u>Qty 5</u>
16pgr - Adhesive		100	250	500	1,000	2,500
Plate Making 16	8 40" Plates					
8pgr - Adhesive		100	250	500	1,000	2,500
Plate Making 16	8 40" Plates					
16pgr - Adhesive		100	250	500	1,000	2,500
Plate Making 16	64 40" Plates					
Printed End Sheets		100	250	500	1,000	2,500
Plate Making 16	8 40" Plates					
Litho Cover with Lamination: Gloss		100	250	500	1,000	2,500
Proofing 16	696 24" Gloss Profile Matchprints					
Plate Making 16	4 40" Plates					
Adhesive Casebound, Pack and Deliver		100	250	500	1,000	2,500
Packing/Shipping 16	1 Skids					

Stock: 80# Anthem Plus Satin Text 24x36 white (16pgr - Adhesive)
 80# Anthem Plus Satin Text 24x36 white (8pgr - Adhesive)
 80# Anthem Plus Satin Text 24x36 white (16pgr - Adhesive)
 100# Lynx Opq Txt 19x25 white (Printed End Sheets)
 100# Anthem Plus Gloss Text 23x29 white (Litho Cover with Lamination: Gloss)

Ink: 16pgr - Adhesive
 Side 1: CMYK
 Side 2: CMYK
 8pgr - Adhesive
 Side 1: CMYK
 Side 2: CMYK

Description: Historical Book 152pg 8.5x11 Hard Cover

16pgr - Adhesive
Side 1: CMYK
Side 2: CMYK
Printed End Sheets
Side 1: CMYK
Side 2: CMYK
Litho Cover with Lamination:
Gloss
Side 1: CMYK
Side 2:

Quantity:	100	250	500	1,000	2,500
Price:	\$9,500.00	\$10,700.00	\$12,500.00	\$15,600.00	\$24,625.00

Due to the paper industry and other supply shortages, the availability of paper and other supplies, pricing will be confirmed when you place the order. Once we receive a purchase order and have the supplies ordered, we will confirm pricing and an expected turn time.

This quote is subject to final review upon receipt of PO and will be confirmed within 24 hours. Shortages or over-runs will not exceed ten percent of the quantity ordered. Printing Partners will invoice for actual quantity delivered within this tolerance. If a customer requires a guaranteed quantity, the percentage of tolerance must be stated at the time of quotation.

Freight, Postage, and Sales Tax not included. Your Indiana ST-105 form must be on file to exclude Indiana Sales Tax.

There is a processing fee for all credit card payments (3.5% for American Express and 3% for Visa, Mastercard, Discover). Payment options with no fee are cash, check, ACH, and wire transfers.

Printing Partners is not responsible for Freight or shipping carrier delays or associated costs including damage caused in shipping. Recoup of damages caused during freight transit is sometimes possible through insurance, but requires immediate notation on the BOL before the driver leaves and copied to your CSR along with photos of the original way the load was delivered, how it appeared upon arrival, and then of the specific damaged product pieces. Please note this is not a guarantee of any form of reimbursement and Printing Partners is in no way liable for this damage.

It is also not responsible for USPS delays or errors.

M.T. Publishing Company, Inc.™

Specializing in Commemorative Books since 1986

REPRINT PRICE QUOTE

P.O. Box 6802
Evansville, Indiana 47719-6802
Phone: 1.888.263.4702
Fax: 812.468.7328
E-mail: info@mtpublishing.com
www.mtpublishing.com

DATE: March 23, 2023

BOOK TYPE: North Madison County Public Library Book Reprint

CONTACT: Jamie Scott
North Madison County Public Library
1600 Main Street
Elwood, IN 46032
765-552-5001
jscott@elwood.lib.in.us

SPECIFICATIONS

PAGE TRIM SIZE: 8-1/2 x 11 inches

PAGES: 152

PAPER STOCK: 80 lb. Matte. Paper stock will have to be confirmed before production.

COMPOSITION: Client providing original book for the Publisher to un-bind so that the individual pages can be scanned to create electronic files.

INKS: 1/1 black

COVER TYPE: 1/0 (black) lithograph cover with lamination over 98 pt. cover boards.

DUST JACKET: Does not apply

END SHEETS: 80 lb. uncoated white stock, 1/0 front and back

BINDING: PUR (adhesive)

PROOFS: Bound proof book

PHOTOGRAPHS: Does not apply for this reprint

PER-MARKETING: Does not apply for this reprint

POST-MARKETING: Title will be featured on M.T. Publishing's website so customers can be directed to the client for filling orders. If the Client wants the Publisher to sell the book to customers as well through their website then those sales will result in an additional 15% royalty paid to the Client on the book's new retail price.

BOOK PRODUCTION: Approximately one week for scanning pages and 4 weeks for printing/binding and shipment

INDEXING: Does not apply for this reprint

BAR CODE: Provided by M.T. Publishing at no additional cost

ISBN & LIBRARY OF CONGRESS NUMBERS: Provided by Publisher within the cost listed below

COPYRIGHT: Filed by the Publisher for the Client in their name at no additional cost. The Publisher will hold the publishing rights for future reprints as needed for the Client.

PAYMENT: Book Production:
1/3 due for starting production
1/3 due for approving proof book
Balance due upon delivery

TAX: Not included in the cost listed in this proposal

North Madison County Public Library Reprint Proposal

BULK SHIPPING: Not included in the cost listed in this proposal and will be priced once the case count and weight is finalized for the press run.

CUSTOMER SHIPPING: Does not apply for this reprint

GUARANTEE: M.T. Publishing will deliver all books ordered by the Client or will adjust the final invoice accordingly. Any damaged books resulting from the bulk shipment and books shipped directly to the customer will be replaced or a refund will be issued.

PRINTING: See costs below based on quantity ordered.

<u>QUANTITY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
100	\$28.50	\$2,850.00
*One-time charge for scanning pages (20 Hours)		<u>450.00</u>
		\$3,300.00

*If additional hours are needed to get the book's digital files set up for printing the hourly rate above this figure will be billed at \$35.

Prices in this proposal are based on the publication being produced and delivered before December 31, 2023.

If you have any questions regarding our price quote-proposal, please do not hesitate to contact me at 1-888-263-4702. We are open Monday through Friday from 8 a.m. to 4:30 p.m. Central.

Respectfully,

Ryan E. Thompson

Ryan E. Thompson
Sales Representative

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

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:

Lisa Atchala

Beverly Austin

Kenny Gibson

Jackie Small

Lawrence & Watson

Mary E. Kiplinger

Dennis Eddleman

* * * Communication Result Report (Apr. 6. 2023 12:36PM) * * *

1}

Date/Time: Apr. 6. 2023 12:33PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
7457 Memory TX	Frankton FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail

E. 2) Busy

E. 3) No answer

E. 4) No facsimile connection

E. 5) Exceeded max. E-mail size

E. 6) Destination does not support IP-Fax

Agenda

April 10, 2023

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

Call to Order
 Call for Quorum
 Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
 Old Business
 1. Summitville South Pavilion
 New Business
 1. Elwood: A Pictorial History Printing Quotes
 2. Committees
 3. Stats Website
 Director's Report
 Public Comment
 Adjournment

* * * Communication Result Report (Apr. 6. 2023 12:35PM) * * *

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2)

Date/Time: Apr. 6. 2023 12:33PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
7456 Memory TX	Summitville FAX	P. 1	OK	

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File No. Mode	Destination	Pg(s)	Result	Page Not Sent
7455 Memory TX	call leader	P. 1	OK	

Reason for error

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

Agenda

April 10, 2023

North Madison County Public Library System
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
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 - 3. Stats Website
- Director's Report
- Public Comment
- Adjournment

Please Publish

* * * Communication Result Report (Apr. 6. 2023 12:34PM) * * *

2}

Date/Time: Apr. 6. 2023 12:33PM

File No.	Mode	Destination	Pg (s)	Result	Page Not Sent
7454	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

Agenda

April 10, 2023

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

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 3. Stats Website
 Director's Report
 Public Comment
 Adjournment

Please
Publish

Agenda

May 8, 2023

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

New Business

1. Health Insurance Renewal
2. Yearly Review of Internet Policy and Wireless Internet Policy

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
May 8, 2023
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 8, 2023 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Mike Bomholt, Lisa Hobbs, Larry Watson and Kenny Giselbach. Also in attendance was Sheri Wallace, Administrative Assistant.

CONSENT AGENDA

Mike Bomholt 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.

OLD BUSINESS

Summitville South Pavilion

Work will start on the Pavilion as soon as this week.

NEW BUSINESS

Health Insurance Renewal

We are consulting with McGowan insurance to try to reduce the cost of Employee Health Insurance. Director Scott and Sheri Wallace will be meeting with Anna Drake to discuss alternatives to the plan we have now.

Yearly Review of Internet Policy and Wireless Internet Policy

The Board of Trustees reviewed the Internet Policy and Wireless Internet Policy. Larry Watson moved there be no change to the current policies. Lisa Hobbs seconded and the motion carried.

Directors Report

Perfection Group and Daikon have been out to look at the new chiller. There is a part that needs to be replaced. We have not heard back from them yet. The HVAC controls project is about 80% completed. The rest of the project will be completed remotely. May In-Service was cancelled due to a surgery in Director Scott's family. Elwood day of caring is this Friday. During National Library Week we celebrated Pretzel Day by giving away soft pretzels. Patrons loved it. Our book sale that week made \$904.00. We had three trees removed last week by Hensley's Tree Service. Summer Reading will kick off in June.

Public Comment

There was no public comment.

Adjournment

President Eddleman adjourned the meeting by consent.

Quet Stever
Glenn Eddleman

Laura d. Watson

Kathy Small
Kathy Small, Secretary

Kenny Smith

Register Of Claims

North Madison County Public Library System

Report Date: From **04/01/23** To **04/30/23**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	226	AUTO-OWNERS INSURANCE	Operating Fund	insurance	\$400.00	04/26/23	Treasurer and Assistant Treasurer Bonds
				Total this claim =	<u>\$400.00</u>		
0	217	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$514.69 <u>\$1,921.49</u>	04/12/23	PERF Deposit
				Total this claim =	<u>\$2,436.18</u>		
0	190	AMAZON BUSINESS	Operating Fund	Elwood AV	\$369.73	04/10/23	As per attached invoices.
			Operating Fund	Frankton AV	\$167.62		
			Operating Fund	Summitville AV	\$167.62		
			Operating Fund	Furniture & Equipment	\$51.98		
			Operating Fund	Elwood Adult Programing	\$13.99		
			Operating Fund	Summitville Programing	<u>\$17.99</u>		
				Total this claim =	<u>\$788.93</u>		
0	248	AMERICAN DIGITAL MEMORIE	Operating Fund	Professional Services	\$42.12	04/26/23	Book Digitization-Elwood, A Pictorial History
				Total this claim =	<u>\$42.12</u>		
0	222	NATIONWIDE	Annuity	Payroll Deductions	<u>\$261.00</u>	04/12/23	Payroll Ending 04/08/23
				Total this claim =	<u>\$261.00</u>		
0	223	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	<u>\$211.45</u>	04/12/23	IN Def Comp Matching Plan-Robertson
				Total this claim =	<u>\$211.45</u>		
0	225	AT&T	Operating Fund	Telephone & Telegraph	<u>\$86.51</u>	04/26/23	Service for Summitville
				Total this claim =	<u>\$86.51</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	218	EFTPS	Federal Tax Withheld	Empl. Share FICA&Medicare	\$1,994.07	04/12/23	Federal Tax Deposit
			FICA	Empl. Share FICA&Medicare	\$1,373.06		
			Medicare	Empl. Share FICA&Medicare	\$321.12		
			Operating Fund	Empl. Share FICA&Medicare	\$1,373.06		
			Operating Fund	Empl. Share FICA&Medicare	\$321.12		
				Total this claim =	\$5,382.43		
0	227	CARDMEMBER SERVICE	Operating Fund	Postage & UPS	\$10.10	04/26/23	As per attached invoices.
			Gift	Postage & UPS	\$681.53		
			Operating Fund	Cleaning & Sanitation Supplies	\$35.16		
			Operating Fund	Techology Software	\$882.79		
			Operating Fund	Summitville Programing	\$164.74		
			Operating Fund	Elwood Children's Programing	\$153.04		
			Operating Fund	Fuel, Oil and Lubricants	\$19.48		
				Total this claim =	\$1,946.84		
0	228	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,690.39	04/26/23	Service for Elwood
				Total this claim =	\$1,690.39		
0	199	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$0.00	04/10/23	Service for Summitville
			Operating Fund	Electricity	\$0.00		
			Operating Fund	Electricity	\$531.52		
				Total this claim =	\$531.52		
0	192	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$684.00	04/10/23	Qtrly Back up and Accounting/Payroll Support
				Total this claim =	\$684.00		
0	245	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,718.80	04/26/23	April Withholdings
			County Tax Withheld	Payroll Deductions	\$942.19		
				Total this claim =	\$2,660.99		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	247	AMAZON BUSINESS	Operating Fund	Elwood AV	\$341.15	04/26/23	As per attached invoices.
			Operating Fund	Frankton AV	\$202.10		
			Operating Fund	Summitville AV	\$202.10		
			Operating Fund	Technology Equipment	\$345.16		
			Operating Fund	Elwood Adult	\$42.97		
			Operating Fund	Summitville	\$27.00		
			Operating Fund	Summitville Programing	\$44.52		
			Operating Fund	Elwood Adult Programing	\$24.48		
			Operating Fund	Furniture & Equipment	\$61.99		
				Total this claim =	\$1,291.47		
0	224	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	04/12/23	PAYROLL
			Operating Fund	Salary of Assistants	\$18,080.98		
			Operating Fund	Wages of Janitor	\$1,311.45		
				Total this claim =	\$22,200.53		
0	246	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	04/26/23	PAYROLL
			Operating Fund	Salary of Assistants	\$18,563.43		
			Operating Fund	Wages of Janitor	\$1,291.50		
				Total this claim =	\$22,663.03		
0	237	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$515.04	04/26/23	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,922.79		
				Total this claim =	\$2,437.83		
0	244	AFLAC	AFLAC	Payroll Deductions	\$398.38	04/26/23	April Withholdings
				Total this claim =	\$398.38		
0	243	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$8,209.79	04/26/23	Employee Health Insurance 5/1-5/31
			Insurance	Payroll Deductions	\$821.74		
				Total this claim =	\$9,031.53		
0	242	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	04/26/23	IN Def Comp Emp Matching Plan-Robertson
				Total this claim =	\$211.45		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	241	NATIONWIDE	Annuity	Payroll Deductions	\$261.00	04/26/23	Payroll Ending 4/22/23
				Total this claim =	<u>\$261.00</u>		
0	240	CENTERPOINT ENERGY	Operating Fund	Gas	\$357.98	04/26/23	Service for Frankton, Elwood
			Operating Fund	Gas	\$120.78		
			Operating Fund	Gas	\$0.00		
				Total this claim =	<u>\$478.76</u>		
0	238	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,029.17	04/26/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,401.74		
			Medicare	Empl.Share FICA&Medicare	\$327.83		
			Operating Fund	Empl.Share FICA&Medicare	\$1,401.74		
			Operating Fund	Empl.Share FICA&Medicare	\$327.83		
				Total this claim =	<u>\$5,488.31</u>		
33848	191	AT&T	Operating Fund	Telephone & Telegraph	\$202.26	04/10/23	Service for Elwood
				Total this claim =	<u>\$202.26</u>		
33849	193	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,070.41	04/10/23	As per attached invoices.
			Operating Fund	Elwood Childrens	\$696.17		
			Operating Fund	Elwood YA	\$260.66		
			Operating Fund	Frankton	\$732.40		
			Operating Fund	Summitville	\$710.84		
			Gift	Elwood Adult	\$24.99		
				Total this claim =	<u>\$3,495.47</u>		
33850	194	COLLABORATIVE SUMMER LIB	Gift	Frankton Programing	\$27.70	04/10/23	Summer Reading Supplies-Elwood, Frankton, Summitville
			Operating Fund	Frankton Programing	\$235.97		
			Operating Fund	Elwood Children's Programing	\$387.19		
			Gift	Summitville Programing	\$79.22		
				Total this claim =	<u>\$730.08</u>		
33851	195	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,377.92	04/10/23	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$275.65		
				Total this claim =	<u>\$1,653.57</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>
33852	196	FRONTIER	Operating Fund	Telephone & Telegraph	\$272.03	04/10/23	Service for Frankton
				Total this claim =	\$272.03		
33853	197	GRAYBAR ELECTRIC CO, INC.	Operating Fund	Technology Equipment	\$362.66	04/10/23	1 Speco surveillance
				Total this claim =	\$362.66		
33854	198	INDIANA HISTORICAL SOCIET	Operating Fund	Dues	\$100.00	04/10/23	Local History Partner Library Plus membership
				Total this claim =	\$100.00		
33855	200	INDIANA STATE LIBRARY	PLAC	Other	\$65.00	04/10/23	Qtrly PLAC
				Total this claim =	\$65.00		
33856	201	INDIANA STATE LIBRARY	Evergreen Indiana	Other	\$2.50	04/10/23	1st Qtr Evergreen
				Total this claim =	\$2.50		
33857	203	MIDWEST TAPE	Operating Fund Operating Fund Operating Fund	Frankton AV Elwood AV Summitville AV	\$79.98 \$432.90 \$89.97	04/10/23	As per attached invoices. 2 playaways @ \$119.98 for Elwood.
				Total this claim =	\$602.85		
33858	204	OFFICE DEPOT	Operating Fund	Cleaning & Sanitation Supplies	\$119.38	04/10/23	Soap refills
				Total this claim =	\$119.38		
33859	205	OLD POLLARD INN HOME SER	Operating Fund	Professional Services	\$100.00	04/10/23	Mount & cable install for Speco Camera
				Total this claim =	\$100.00		
33860	206	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$77.02	04/10/23	Programing supplies-Elwood
				Total this claim =	\$77.02		
33861	207	QUILL CORPORATION	Operating Fund	Cleaning & Sanitation Supplies	\$103.98	04/10/23	Soap refills
				Total this claim =	\$103.98		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33862	208	RICOH USA, INC	Operating Fund	Office Supplies	\$172.40	04/10/23	Copies for Frankton, Summitville
			Operating Fund	Office Supplies	\$25.36		
			Operating Fund	Office Supplies	\$506.77		
			Total this claim =		\$704.53		
33863	209	STACEY JONES	Operating Fund	Frankton Programing	\$22.50	04/10/23	Programming/Postage
			Operating Fund	Postage & UPS	\$9.56		
			Total this claim =		\$32.06		
33864	210	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$1.88	04/10/23	As per attached invoices.
			Operating Fund	Elwood Adult Programing	\$13.58		
			Total this claim =		\$15.46		
33865	211	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$1,917.00	04/10/23	Repairs for Elwood
			Operating Fund	Professional Services	\$813.84		
			Total this claim =		\$2,730.84		
33866	212	VICTORIA WALSER	Operating Fund	Elwood AV	\$22.99	04/10/23	Petty Cash-VR Apollo/Titanic Gam Bundle
			Total this claim =		\$22.99		
33867	213	WORLD TRADE PRESS	Operating Fund	Databases	\$724.79	04/10/23	A to Z the World / A to Z the USA / A to Z Maps Online
			Total this claim =		\$724.79		
33868	214	STAPLES	Operating Fund	Operating Supplies	\$48.76	04/10/23	As per attached invoices.
			Operating Fund	Cleaning & Sanitation Supplies	\$15.94		
			Total this claim =		\$64.70		
33869	215	KAREN LARIMORE	Operating Fund	Traveling Expense	\$292.50	04/10/23	Mileage 500 miles @ \$.585 = \$292.50
			Total this claim =		\$292.50		
33870	216	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$28.08	04/10/23	Service for Summitville
			Total this claim =		\$28.08		
33871	219	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	04/10/23	Stephen Jackson "The Green Lantern
			Total this claim =		\$30.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33872	220	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$93.00	04/10/23	Service for Frankton 2nd Qtr 2023
				Total this claim =	<u>\$93.00</u>		
33873	221	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$19.77	04/10/23	As per attached invoices.
			Operating Fund	Frankton Programing	\$33.22		
			Operating Fund	Summitville Programing	\$48.00		
				Total this claim =	<u>\$100.99</u>		
33874	229	MADISON COUNTY TREASUR	Operating Fund	Taxes	\$47.50	04/26/23	As per attached invoices.
				Total this claim =	<u>\$47.50</u>		
33875	230	NICK HAULTER	Operating Fund	Professional Services	\$145.00	04/26/23	Lawn care for Summitville
				Total this claim =	<u>\$145.00</u>		
33876	231	RICOH USA, INC	Operating Fund	Office Supplies	\$147.71	04/26/23	Copies for Frankton and Summitville
			Operating Fund	Office Supplies	\$30.76		
				Total this claim =	<u>\$178.47</u>		
33877	232	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$264.87	04/26/23	Cleaning supplies
				Total this claim =	<u>\$264.87</u>		
33878	233	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	04/26/23	Service for Summitville
			Operating Fund	Waste Disposal Services	\$14.79		
			Operating Fund	Waste Disposal Services	\$5.00		
				Total this claim =	<u>\$73.53</u>		
33879	234	VICTORIA WALSER	Gift	Other	\$25.00	04/26/23	Petty Cash-Art Capture Star Photo
				Total this claim =	<u>\$25.00</u>		
33880	235	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	04/24/23	Stephen Jackson, May 2, History of Jackson Towpship
				Total this claim =	<u>\$30.00</u>		
33881	236	SHERI WALLACE	Operating Fund	Elwood Adult Programing	\$61.08	04/24/23	Pretzels and Cheese for National Pretzel Day
				Total this claim =	<u>\$61.08</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
33882	239	TOWN OF FRANKTON	Operating Fund	Electricity	\$362.40	04/26/23	Service for Frankton
			Operating Fund	Water	\$34.45		
			Operating Fund	Waste Disposal Services	\$27.10		
Total this claim =					\$423.95		

Total Amount of Claims \$95,560.79

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 8, 2023




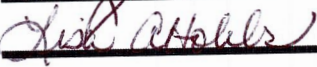
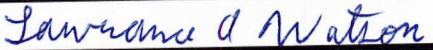

 Fiscal Officer

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 5th day of May, 2023.

		_____
		_____
	_____	_____

SIGNATURES OF GOVERNING BOARD

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

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

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

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

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

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

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

The Board of Trustees of NMCPLS reserves the right to:

- Implement a fee structure in accordance with use of the Internet and to change the fees as necessary. [There is a charge of ten (\$.10) cents per black and white copy and forty (\$.40) cents per color copy if the patron wishes to print his work.]

- Use a software program to filter the use of the Internet according to the mission, collection policies, and community/legal standards with regard to obscenity on any or all computers. (Federal Law requires all public libraries that receive funding from grants, USF, and other sources to filter the Internet by July 2002.)
- Require the use of acceptable identification for anyone using the Internet at the library. All persons residing in or owning property in the townships we serve will be required to hold a current NMCPLS library card to access the library's computers. A computer card may be issued to those who live outside the library district. It allows the user computer access for one year (this does not allow material checkout). This card must be renewed in order to continue computer use after its one-year expiration. If a person is a visitor to the library, they may use the NMCPLS guest pass.
- Patrons recently moving to one of our 5 townships upon presenting an unexpired photo ID may be issued a computer courtesy card for 30 days to allow use of the library's computers until accepted forms of ID and residency are available unless the patrons already has an Evergreen account. After 30 days, the patron will be required to provide documentation to obtain a resident card.
- Limit the amount of time workstations may be used in order to make equipment available to other library users. Patrons will begin with a one-hour time limit. If no one is waiting to use the computer, the patron may begin increasing his or her time in fifteen (15) minute increments for a maximum of two (2) hours total. If the computers are full after your one-hour time limit, you must relinquish your computer to the waiting patrons. Patrons that use only a portion of their original one (1) hour can return later that same day to finish their time.
- Modify this policy at any time.

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

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

The NMCPLS offers laptop computers for checkout. The laptop computer may not leave the building and it must be returned in the condition in which it was loaned. Patrons are liable for any damages incurred during the loan period which may include replacement cost. Patrons over 18 years of age must provide a valid state issued I.D. to be left with the library staff for the duration of the laptop loan. The parent or legal guardian of patrons under the age of 18 may checkout a laptop computer to be used by his/her child in the library for homework purposes. During the loan of the laptop computer the parent or legal guardian will remain at the library and assume responsibility for the library's equipment. Staff will keep a record of the patron's name, address, and driver's license number for liability purposes. Laptop computer loan times will follow the time restraints placed on other workstations as stated in this policy. Staff use of the laptops takes precedence over patron checkout.

The computers designated for children at each branch are only to be used by children under the age of 18. Adults should only use these computers in a supervisory capacity. Children wishing to access Internet resources on these computers need a signed Internet Permission form on file. Teenagers wishing to access the teen-rated programs on these machines must have a library card, other approved age verification, or written parental consent on file.

The NMCPLS makes no guarantees, either expressed or implied, in respect to any equipment, programs, or other materials, their performance, or fitness for any particular purpose. Materials and equipment are provided for use "as is." The entire risk as to the quality and performance of computer equipment, programs, and documentation is with the user. In no event shall the library be liable for actual, incidental, or consequential damages in connection with or arising from the use of any equipment, programs, or other library materials. Misuse of the Library's computers or any violation of this or the Computer Use Policy will be subject to the Patron Behavior Policy.

Adopted 4/12/03

Reviewed & Amended 08/31/2006

Reviewed 06/11/2007

Reviewed & Amended 05/12/2008

Reviewed 06/10/2009

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

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

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

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

Reviewed 05/08/2017

Reviewed and Amended 05/14/2018

Reviewed and Amended 05/13/2019

Reviewed and Amended 07/13/2020

Amended 08/10/2020

Reviewed 06/13/2021

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. Use of the Library's Wi-Fi and Internet access constitutes adherence to this policy and the Public Access Computer Policy.

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

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

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

* * * Communication Result Report (May. 4. 2023 9:49AM) * * *

1)
2)

Date/Time: May. 4. 2023 9:48AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
7634	Memory TX	call leader	P. 1	OK	

Reason for error

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

Agenda

May 8, 2023

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
- New Business
 - 1. Health Insurance Renewal
 - 2. Yearly Review of Internet Policy and Wireless Internet Policy
- Public Comment
- Adjournment

Please Publish

* * * Communication Result Report (May. 4. 2023 9:49AM) * * *

1)
2)

Date/Time: May. 4. 2023 9:49AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
7636 Memory TX	Frankton FAX	P. 1	OK	

Reason for error

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

Agenda

May 8, 2023

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 Report
- Old Business
 - 1. Summitville South Pavilion
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- Public Comment
- Adjournment

* * * Communication Result Report (May. 4. 2023 9:50AM) * * *

1)
2)

Date/Time: May. 4. 2023 9:48AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
7635	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

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

Agenda

May 8, 2023

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
- New Business
 - 1. Health Insurance Renewal
 - 2. Yearly Review of Internet Policy and Wireless Internet Policy
- Public Comment
- Adjournment

Please
Publish

* * * Communication Result Report (May. 4. 2023 9:51AM) * * *

1)
2)

Date/Time: May. 4. 2023 9:49AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
7637 Memory TX	Summitville FAX	P. 1	OK	

Reason for error

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

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

Agenda

May 8, 2023

North Madison County Public Library System
 Board of Trustees

Etwood Public Library

Regular Meeting
 4:30 P.M.

Call to Order
 Call for Quorum
 Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel Report
 Old Business
 1. Summitville South Pavilion
 New Business
 1. Health Insurance Renewal
 2. Yearly Review of Internet Policy and Wireless Internet
 Policy
 Public Comment
 Adjournment

Agenda

June 12, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville South Pavilion

New Business

1. Timeline for 2024 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 12, 2023
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 12, 2023 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

OLD BUSINESS

Summitville South Pavilion

Footers were poured last Friday. The masons are scheduled to lay the foundation blocks on Wednesday.

NEW BUSINESS

Timeline for 2024 Budget Approval

Board Members reviewed the timeline for the 2024 Budget. Approval, public hearing and adoption of the 2024 budget will all take place at regularly scheduled board meetings. No changes were made.

Initial Budget Review

Director Scott proposes increasing the budget for our Rainy Day fund for 2024 to \$100,000.00. The LIRF budget will be \$50,000.00 for 2024. The operating budget will remain at \$1,375,608.00 for 2024.

Directors Report

Director Scott is putting together information for the Building Committee on each location. Meetings will need to be publicized. Director Scott would like to meet and discuss each location and then visit each location. She will coordinate with Lisa Hobbs, Chairman of the Building Committee. We received a notice from the Elwood Redevelopment Corporation that for budget year 2024 they will be using all TIF money allocated to them. We have had 97 children sign up for Summer Reading. July 1st is the

block party between 6 pm to 8 pm. We have partnered with area churches, the Catalyst Center and the YMCA. Thank you to Sheri for running the board meeting in May.

Public Comment

There was no public comment.

Adjournment

President Eddleman adjourned the meeting by consent.

Joel Stover
Neil Smith
Glenn Eddleman

Kathy Small, Secretary
Kathy Small, Secretary
Larry Watson
Kenya Smith
Eric Adkins

Register Of Claims

North Madison County Public Library System

Report Date: From 05/01/23 To 05/31/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	285	CARDMEMBER SERVICE	Operating Fund	Technology Equipment	\$66.00	05/24/23	As per attached invoices.
			Operating Fund	Frankton Programing	\$104.30		
			Operating Fund	Fuel, Oil and Lubricants	\$19.63		
			Total this claim =				
0	262	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$511.89	05/08/23	Service for Summitville
			Total this claim =				
0	268	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$135.99	05/08/23	Postage meter lease Feb-May 2023
			Total this claim =				
0	275	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$514.95	05/10/23	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,922.46		
			Total this claim =				
0	276	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,031.18	05/10/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,407.09		
			Medicare	Empl.Share FICA&Medicare	\$329.08		
			Operating Fund	Empl.Share FICA&Medicare	\$1,407.09		
			Operating Fund	Empl.Share FICA&Medicare	\$329.08		
			Total this claim =				
0	281	NATIONWIDE	Annuity	Payroll Deductions	\$261.00	05/08/23	Payroll Ending 5/6/23
			Total this claim =				
0	282	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	05/08/23	IN Def Comp Empl Matching Plan-Robertson
			Total this claim =				
0	284	AT&T	Operating Fund	Telephone & Telegraph	\$88.54	05/24/23	Service for Summitville
			Total this claim =				

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	249	AT&T	Operating Fund	Telephone & Telegraph	<u>\$199.07</u>	05/08/23	Service for Elwood
				Total this claim =	\$199.07		
0	287	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	<u>\$1,730.46</u>	05/24/23	Service for Elwood
				Total this claim =	\$1,730.46		
0	295	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$515.04 <u>\$1,922.79</u>	05/24/23	PERF Deposit
				Total this claim =	\$2,437.83		
0	296	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	\$2,008.02 \$1,401.00 \$327.65 \$1,401.00 <u>\$327.65</u>	05/24/23	Federal Tax Deposit
				Total this claim =	\$5,465.32		
0	297	NATIONWIDE	Annuity	Payroll Deductions	<u>\$261.00</u>	05/24/23	Payroll Ending 5/20/23
				Total this claim =	\$261.00		
0	251	CENTERPOINT ENERGY	Operating Fund	Gas	<u>\$64.65</u>	05/08/23	Service for Summitville
				Total this claim =	\$64.65		
0	299	PAYROLL	Operating Fund Operating Fund Operating Fund	Salary of Director Salary of Assistants Wages of Janitor	\$2,808.10 \$18,501.60 <u>\$1,341.38</u>	05/24/23	PAYROLL
				Total this claim =	\$22,651.08		
0	300	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$8,209.79 <u>\$821.74</u>	05/24/23	Employee Health Insurance-6/1-6/30
				Total this claim =	\$9,031.53		
0	301	AFLAC	AFLAC	Payroll Deductions	<u>\$398.38</u>	05/24/23	May Withholding
				Total this claim =	\$398.38		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	283	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	05/10/23	PAYROLL
			Operating Fund	Salary of Assistants	\$18,602.70		
			Operating Fund	Wages of Janitor	\$1,338.49		
				Total this claim =	<u>\$22,749.29</u>		
0	298	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	05/24/23	IN Def comp matching plan-Robertson
				Total this claim =	<u>\$211.45</u>		
0	303	AMAZON BUSINESS	Operating Fund	Elwood AV	\$984.06	05/24/23	As per attached invoices.
			Operating Fund	Frankton AV	\$519.49		
			Operating Fund	Summitville AV	\$546.70		
			Operating Fund	Technology Equipment	\$161.35		
			Operating Fund	Elwood Adult	\$79.06		
			Operating Fund	Frankton	\$32.97		
			Operating Fund	Elwood Children's Programing	\$272.81		
			Operating Fund	Elwood Adult Programing	\$173.36		
			Operating Fund	Summitville Programing	\$68.97		
				Total this claim =	<u>\$2,838.77</u>		
0	302	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,735.73	05/24/23	May Withholdings
			County Tax Withheld	Payroll Deductions	\$952.22		
				Total this claim =	<u>\$2,687.95</u>		
33883	250	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,150.33	05/08/23	As per attached invoices.
			Operating Fund	Elwood Childrens	\$673.34		
			Operating Fund	Elwood YA	\$304.49		
			Operating Fund	Frankton	\$575.78		
			Operating Fund	Summitville	\$730.14		
				Total this claim =	<u>\$3,434.08</u>		
33884	252	CITY OF ALEXANDRIA	Gift	Elwood Children's Programing	\$85.00	05/08/23	Pool Rental for Summer Reading July 28th 7-9 pm
				Total this claim =	<u>\$85.00</u>		
33885	253	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	05/08/23	Service for Elwood
			Operating Fund	Waste Disposal Services	\$134.00		
				Total this claim =	<u>\$284.87</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>
33886	254	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	<u>\$75.00</u>	05/08/23	Backflow leak
				Total this claim =	\$75.00		
33887	255	ENA SERVICES LLC	St Technology Fund Gra Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$1,377.92 <u>\$273.54</u>	05/08/23	VoIP
				Total this claim =	\$1,651.46		
33888	256	FIREPLACE & GAS CENTER, IN	Operating Fund	Professional Services	\$125.00	05/08/23	42 Point Inspection Frankton library fireplace
				Total this claim =	<u>\$125.00</u>		
33889	257	FRONTIER	Operating Fund	Telephone & Telegraph	<u>\$267.96</u>	05/08/23	Service for Frankton
				Total this claim =	\$267.96		
33890	258	GRASS ROOTS PLUS, INC.	Operating Fund	Professional Services	<u>\$86.00</u>	05/08/23	Spring Lawn Application Summitville
				Total this claim =	\$86.00		
33891	259	GENERATIVE GROWTH II, LLC	Operating Fund	Elwood Adult Programing	<u>\$9.99</u>	05/08/23	Pretzels for pretzel day
				Total this claim =	\$9.99		
33892	260	GRAYBAR ELECTRIC CO, INC.	Operating Fund	Furniture & Equipment	<u>\$362.99</u>	05/08/23	New camera for youth services Elwood
				Total this claim =	\$362.99		
33893	261	HENSLEY'S TREE SERVICE	Operating Fund	Professional Services	<u>\$2,025.00</u>	05/08/23	Tree removal-Elwood
				Total this claim =	\$2,025.00		
33894	263	INDIANA STATE LIBRARY	Operating Fund Operating Fund Operating Fund	Professional Services Professional Services Professional Services	\$3,100.00 \$980.00 <u>\$980.00</u>	05/08/23	InfoExpress renewal for Summitville, Frankton, Elwood
				Total this claim =	\$5,060.00		
33895	264	MIDWEST COLLABORATIVE F	Operating Fund	Professional Meetings	<u>\$70.00</u>	05/08/23	Break Out of Burnout 4-13-23
				Total this claim =	\$70.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33896	265	MIDWEST TAPE	Operating Fund	Frankton AV	\$231.44	05/08/23	As per attached invoices.
			Operating Fund	Elwood AV	\$83.98		
			Operating Fund	Summitville AV	\$94.97		
			Operating Fund	Book Processing	\$186.99		
				Total this claim =	<u>\$597.38</u>		
33897	266	NICK HAULTER	Operating Fund	Professional Services	\$100.00	05/08/23	Mowing-Summitville
				Total this claim =	<u>\$100.00</u>		
33898	267	OFFICE DEPOT	Operating Fund	Office Supplies	\$153.60	05/08/23	Copy paper
				Total this claim =	<u>\$153.60</u>		
33899	269	RICOH USA, INC	Operating Fund	Office Supplies	\$125.04	05/08/23	Copies for Elwood
				Total this claim =	<u>\$125.04</u>		
33900	270	SARAH FOX	Operating Fund	Summitville Programing	\$19.26	05/08/23	Petty Cash
				Total this claim =	<u>\$19.26</u>		
33901	271	STACEY JONES	Operating Fund	Postage & UPS	\$4.78	05/08/23	Petty Cash
			Operating Fund	Frankton Programing	\$30.55		
				Total this claim =	<u>\$35.33</u>		
33902	272	TODD BUCKMASTER	Operating Fund	Traveling Expense	\$115.83	05/08/23	Travel Expense 198 miles @ \$.585 = \$115.83
				Total this claim =	<u>\$115.83</u>		
33903	273	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$330.00	05/08/23	As per attached invoices.
			Rainy Day Fund	Professional Services	\$25,000.00		
			Rainy Day Fund	Furniture & Equipment	\$13,800.00		
				Total this claim =	<u>\$39,130.00</u>		
33904	274	KAREN LARIMORE	Operating Fund	Traveling Expense	\$301.86	05/08/23	Travel expense 516 miles @ \$.585 = \$301.86
				Total this claim =	<u>\$301.86</u>		
33905	277	HERALD BULLETIN, THE	Operating Fund	Elwood Period. & News.	\$395.83	05/08/23	52 weeks Elwood
				Total this claim =	<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>
33906	278	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$30.63	05/08/23	Service for Summitville
				Total this claim =	\$30.63		
33907	279	ROBY'S, INC.	Operating Fund	Professional Services	\$215.04	05/08/23	Toilet repair at Elwood
				Total this claim =	\$215.04		
33908	280	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$70.75	05/08/23	Programing supplies for YS
			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	\$16.95		
				Total this claim =	\$87.70		
33909	286	GRASS ROOTS PLUS, INC.	Operating Fund	Professional Services	\$135.00	05/24/23	Spring Lawn Application
				Total this claim =	\$135.00		
33910	288	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	05/24/23	Stephen Jackson, Anderson Theaters 1883-1942
				Total this claim =	\$30.00		
33911	289	NICK HAULTER	Operating Fund	Professional Services	\$100.00	05/24/23	Summitville Lawn Care
				Total this claim =	\$100.00		
33912	290	ORIENTAL TRADING COMPAN	Operating Fund	Frankton Programing	\$190.57	05/24/23	Summer Reading supplies-Frankton
				Total this claim =	\$190.57		
33913	291	SARAH FOX	Operating Fund	Summitville Programing	\$42.19	05/24/23	Petty Cash
			Operating Fund	Operating Supplies	\$5.88		
				Total this claim =	\$48.07		
33914	292	STACEY JONES	Operating Fund	Postage & UPS	\$6.67	05/24/23	Petty Cash
			Gift	Frankton Programing	\$26.16		
			Operating Fund	Frankton Programing	\$15.17		
				Total this claim =	\$48.00		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
33915	293	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$198.97	05/24/23	As per attached invoices.
			Operating Fund	Operating Supplies	\$8.74		
			Total this claim =		\$207.71		
33916	294	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	05/24/23	Service for Summitville
			Operating Fund	Waste Disposal Services	\$14.79		
			Operating Fund	Waste Disposal Services	\$5.00		
Total this claim =		\$73.53					

Total Amount of Claims \$135,744.24

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 12, 2023

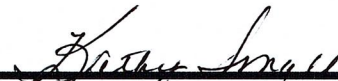



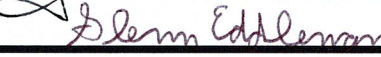
Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____.

		_____
		_____
		_____

SIGNATURES OF GOVERNING BOARD

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

Personnel Report

June 12, 2023

I approved a 30 day leave without pay for Jenny Summers, part-time Frankton clerk. Her last workday was May 26, 2023. Her return-to-work date will be Monday June 26, 2023.

Ashlynn Vehikite was hired as a part-time clerk on May 22, 2023. She is currently working 20 hrs/wk at the Frankton Community Library.

Kole Ruder was hired as a part-time clerk on June 7, 2023. He is currently working 20 hrs/wk at the Elwood adult services desk.

26. LEAVE WITHOUT PAY

Employees may request leaves of absence without pay for any reasonable circumstances, including, but not limited to: pregnancy, adoption, illness, travel, education, or work experience that would be beneficial to the Library. Leave Without Pay may not exceed six (6) months in any 12-month period. Employees are expected to have exhausted all appropriate paid time allowances before requesting Leave Without Pay. Employees on Leave Without Pay do not accrue vacation, Sick Leave, or Personal Business Leave. Arrangements may be made to continue health and life insurance benefits for the employee at the employee's own expense. All Leaves Without Pay for fewer than 30 days may be granted at the Director's discretion. Leave Without Pay expected to exceed 30 days duration must be recommended by the Director for Board approval. Requests for Leave Without Pay must be submitted through the appropriate supervisor, forwarded to the Director and (if necessary) the Board at least one month before the leave is to begin. Requests should be made on the Library letterhead 3-part snap-out form. The request must include the reason for the leave, the beginning date and the anticipated date of return. After signatures of approval, the employee will retain a copy, and another copy will be given to the Administrative Assistant, and the original will be put in the employee's personnel file.

Timeline for 2023 Budget

- July 10, 2023** Regular monthly meeting at the Elwood Public Library for initial budget discussion.
- August 2023 Sheri and I will meet with Ryan Burk from the Department of Local Government Finance.
- August 14, 2023:** Regular monthly meeting at the **Elwood Public Library** (4:30 pm). **Approve 2024 Budget for publication. Quorum is required.** Submit Form 3.
- Sept. 11, 2023:** 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. 9, 2023:** 4:30 pm regular monthly meeting at the **Elwood Public Library. Adopt 2024 Budget. Quorum is required.**
- Oct. 14, 2023: 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, 2023.**
- Oct. 12, 2023 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, 2023 - 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 17, 2023 – 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 17, 2023 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 1, 2023– DLGF provides est. circuit breaker

Aug 1, 2023– Auditor certifies CNAV to DLGF

**STATE OF INDIANA
DEPARTMENT OF LOCAL GOVERNMENT FINANCE
2023 Budget Order**

**County: 48 Madison
Unit: 0290 NORTH MADISON COUNTY LIBRARY SYSTEM**

<u>Fund</u>	<u>Fund Name</u>	<u>Certified Budget</u>	<u>Certified AV</u>	<u>Certified Levy</u>	<u>Certified Rate</u>
0061	RAINY DAY	\$50,000	\$803,172,579	\$0	\$0.0000
Budget approved for displayed amount.					
0101	GENERAL	\$1,375,608	\$803,172,579	\$1,032,077	\$0.1285
Budget approved for displayed amount. Rate reduced due to increased assessed valuation.					
2011	LIBRARY IMPROVEMENT RESERVE	\$50,371	\$803,172,579	\$0	\$0.0000
Budget has been decreased because projected revenues are insufficient to fund the adopted budget.					
Unit Total:		\$1,475,979		\$1,032,077	\$0.1285

IC 6-1.1-18.5-17 and IC 20-44-3 require that each year the Department of Local Government Finance certify to each unit of local government figures that show one hundred percent (100%) of the tax levy for each fund. If the property taxes received exceed one hundred percent (100%) of the levy, the excess shall be receipted to the "Levy Excess Fund" unless the amount in any calendar year is less than \$100.00 for a civil taxing unit or \$10,000.00 for a school corporation.

* * * Communication Result Report (Jun. 8. 2023 4:27PM) * * *

1)
2)

Date/Time: Jun. 8. 2023 4:27PM

File	No. Mode	Destination	Pg(s)	Result	Page Not Sent
7915 Memory TX		call leader	P. 1	OK	

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

Agenda

June 12, 2023

North Madison County Public Library System
 Board of Trustees

Elwood Public Library

Regular Meeting
 4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville South Pavilion
- New Business
 - 1. Timeline for 2024 Budget Approval
 - 2. Initial Budget Review
- Director's Report
- Public Comment
- Adjournment

* * * Communication Result Report (Jun. 8. 2023 4:29PM) * * *

1)
2)

Date/Time: Jun. 8. 2023 4:27PM

File	Destination	Pg(s)	Result	Page Not Sent
7916 Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

Agenda

June 12, 2023

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

Call to Order
 Call for Quorum
 Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
 Old Business
 1. Summitville South Pavilion
 New Business
 1. Timeline for 2024 Budget Approval
 2. Initial Budget Review
 Director's Report
 Public Comment
 Adjournment

* * * Communication Result Report (Jun. 8. 2023 4:28PM) * * *

1)
2)

Date/Time: Jun. 8. 2023 4:27PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
7917 Memory TX	Summitville FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

Agenda

June 12, 2023

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

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville South Pavilion

New Business

1. Timeline for 2024 Budget Approval

2. Initial Budget Review

Director's Report

Public Comment

Adjournment

* * * Communication Result Report (Jun. 8. 2023 4:29PM) * * *

1)
2)

Date/Time: Jun. 8. 2023 4:28PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
7918 Memory TX	Frankton FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

Agenda

June 12, 2023

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

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville South Pavilion

New Business

1. Timeline for 2024 Budget Approval

2. Initial Budget Review

Director's Report

Public Comment

Adjournment

Agenda

July 10, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville's South Pavilion

New Business

1. 2024 Budget Review
2. Hotspot Lending Policy
3. Credit Card SOP
4. Bank Transfer for Investment Purposes

Director's Report

Public Comment

Adjournment

Building Committee Meeting
5:15 P.M.

1. Maintenance Review of Elwood Public Library
2. Discuss and Set Priorities for Elwood Public Library's Current Maintenance Needs
3. Discuss Additional Meeting Dates for the Branches

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
July 10, 2023
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 10, 2023 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

OLD BUSINESS

Summitville South Pavilion

We are currently waiting on the bricks. We have found a good selection to match the building. They will probably start next Monday laying the brick.

NEW BUSINESS

2024 Budget Review

Director Scott and Sheri Wallace will be meeting with Ryan Burke at the DLGF on July 19th. Director Scott is planning to increase our budget by the MLGQ which will be approximately \$50,000.00 for the Operating Budget. Rainy Day and LIRF will stay at \$50,000.00 each.

Hotspot Lending Policy

Director Scott would like to add the following:

If the hotspot is returned undamaged *within six months*, the replacement cost will be forgiven. Fee changes are Total of Replacement, Shipping and Processing Cost to be no more than \$80.00. All other fees will be \$10.00. Lisa Hobbs moved to accept these changes to the Hotspot Lending Policy. Mike Bomholt seconded and the motion carried.

Credit Card SOP

Director Scott would like to add the following:

Additional responsibilities are listed in the attached resolution *and policy*. Kathy Small moved to accept the changes to the Credit Card SOP. Larry Watson seconded and the motion carried.

Bank Transfer for Investment Purposes

June Property Tax settlement has given us a surplus for the remainder of 2023 in our operating account. Directory Scott would like to transfer \$400,000.00 from Star Bank to First Farmers Bank and Trust. Larry Watson moved the Treasurer make the transfer to First Farmers Bank and Trust. Janet Stover seconded and the motion carried.

Directors Report

Marvin Crim has finished the Summitville Depot painting and donated it and four additional paintings to the library. He also donated two H.O. scale models of paintings he has donated. He has donated 27 paintings since September 2020. Daryl Idlewine donated a map from 1904 of all the railways in Indiana. The Block Party was postponed until July 15 because of weather. We will not be having a dunk tank but we will get everything else. We replaced the refrigerator in the breakroom. Jared Carter invited Marvin and Anita Crim, and Jamie and Greg Scott to lunch on Friday. He donated two copies of his new book of poetry to the library. We are currently working on starting a Library of Things that can be checked out. Trustee Lisa Hobbs is going to solicit donations of tools to be included. We received a letter from the Indiana State Library stating that we are in compliance with Public Library Standards for 2022. We received a funding commitment from USAC for \$68,736.00. That will pay 80% of our broadband costs. We have back up internet providers for our branched through Fiberhawk. Stats are up 13% from this time last year.

Public Comment

There was no public comment.

Adjournment

President Eddleman adjourned the meeting by consent.

Janet Stover
Mike Ambert
Dennis Eddleman

Kathy Small, Secretary
Kathy Small, Secretary
Larry Watson
Kenya Smith
Lisa Attobels

Register Of Claims

North Madison County Public Library System

Report Date: From **06/01/23** To **06/30/23**

<i>Warrant Number</i>	<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	337	AT&T	Operating Fund	Telephone & Telegraph	\$83.83	06/12/23	Service for Summitville
				Total this claim =	\$83.83		
0	322	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	06/07/23	PAYROLL
			Operating Fund	Salary of Assistants	\$19,004.01		
			Operating Fund	Wages of Janitor	\$1,390.20		
				Total this claim =	\$23,202.31		
0	318	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	06/07/23	IN Def Comp Empl Matching Plan-Robertson
				Total this claim =	\$211.45		
0	319	AT&T	Operating Fund	Telephone & Telegraph	\$200.32	06/07/23	Service for Elwood
				Total this claim =	\$200.32		
0	329	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$504.17	06/12/23	Service for Summitville
			Operating Fund	Electricity	\$16.44		
				Total this claim =	\$520.61		
0	338	AMAZON BUSINESS	Operating Fund	Elwood AV	\$780.86	06/12/23	As per attached invoices.
			Operating Fund	Frankton AV	\$224.73		
			Operating Fund	Summitville AV	\$224.73		
			Operating Fund	Technology Equipment	\$13.99		
			Operating Fund	Elwood Adult Programing	\$37.50		
			Gift	Elwood Children's Programing	\$300.21		
			Operating Fund	Elwood YA	\$0.00		
			Operating Fund	Frankton Programing	\$29.98		
			Operating Fund	Summitville	\$45.30		
				Total this claim =	\$1,657.30		

<i>Warrant Number</i>	<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	316	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,056.24	06/07/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,435.16		
			Medicare	Empl.Share FICA&Medicare	\$335.64		
			Operating Fund	Empl.Share FICA&Medicare	\$1,435.16		
			Operating Fund	Empl.Share FICA&Medicare	\$335.64		
				Total this claim =	\$5,597.84		
0	340	CARDMEMBER SERVICE	Operating Fund	Elwood Adult Programing	\$18.75	06/21/23	As per attached invoices.
			Operating Fund	Technology Equipment	\$66.00		
			Gift	Elwood Children's Programing	\$753.63		
			Gift	Elwood Adult Programing	\$100.00		
			Operating Fund	Cleaning & Sanitation Supplies	\$39.15		
				Total this claim =	\$977.53		
0	317	NATIONWIDE	Annuity	Payroll Deductions	\$261.00	06/07/23	Payroll Ending 6/3/23
				Total this claim =	\$261.00		
0	315	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$516.29	06/07/23	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,927.46		
				Total this claim =	\$2,443.75		
0	355	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$160.54	06/21/23	2nd Qtr Unemploymentq
				Total this claim =	\$160.54		
0	342	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,804.18	06/21/23	Service for Elwood
				Total this claim =	\$1,804.18		
0	345	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$515.04	06/21/23	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,922.79		
				Total this claim =	\$2,437.83		
0	346	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,087.33	06/21/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,444.45		
			Medicare	Empl.Share FICA&Medicare	\$337.82		
			Operating Fund	Empl.Share FICA&Medicare	\$1,444.45		
			Operating Fund	Empl.Share FICA&Medicare	\$337.82		
				Total this claim =	\$5,651.87		

<i>Warrant Number</i>	<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	305	CENTERPOINT ENERGY	Operating Fund	Gas	\$132.40	06/07/23	Service for Elwood, Summitville,
			Operating Fund	Gas	\$52.33		
			Operating Fund	Gas	\$32.02		
				Total this claim =	<u>\$216.75</u>		
0	349	NATIONWIDE	Annuity	Payroll Deductions	\$261.00	06/21/23	Payroll Ending 6/17/23
				Total this claim =	<u>\$261.00</u>		
0	350	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	06/21/23	IN Def Comp Matching Plan-Robertson
				Total this claim =	<u>\$211.45</u>		
0	351	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	06/21/23	PAYROLL
			Operating Fund	Salary of Assistants	\$19,199.94		
			Operating Fund	Wages of Janitor	\$1,344.00		
				Total this claim =	<u>\$23,352.04</u>		
0	352	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,773.29	06/21/23	June Withholdings
			County Tax Withheld	Payroll Deductions	\$977.04		
				Total this claim =	<u>\$2,750.33</u>		
0	353	AFLAC	AFLAC	Payroll Deductions	\$398.38	06/21/23	June Withholding
				Total this claim =	<u>\$398.38</u>		
0	354	UNITED HEALTHCARE	Insurance	Payroll Deductions	\$932.98	06/21/23	Employee Health Insurance 7/1-7/31
			Operating Fund	Emp Cont Group Ins	\$9,251.89		
				Total this claim =	<u>\$10,184.87</u>		
33917	304	POSTMASTER	Operating Fund	Postage & UPS	\$63.00	06/07/23	2 rolls stamps @ \$63 ea = \$126.00
			Operating Fund	Postage & UPS	\$63.00		
				Total this claim =	<u>\$126.00</u>		
33918	306	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	06/07/23	Service for Elwood
			Operating Fund	Waste Disposal Services	\$265.52		
				Total this claim =	<u>\$416.39</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>
33919	307	KATIE SCHIFFNER	Operating Fund	Traveling Expense	\$16.38	06/07/23	Mileage 28 miles @ \$.585 = \$16.38
				Total this claim =	\$16.38		
33920	308	NICK HAULTER	Operating Fund	Professional Services	\$450.00	06/07/23	Lawn Care for Summitville
				Total this claim =	\$450.00		
33921	309	RICOH USA, INC	Operating Fund	Office Supplies	\$18.85	06/07/23	Copies for Frankton, Summitville
			Operating Fund	Office Supplies	\$117.72		
			Operating Fund	Office Supplies	\$182.70		
				Total this claim =	\$319.27		
33922	310	SHERI WALLACE	Operating Fund	Traveling Expense	\$65.52	06/07/23	Mileage 112 miles @ \$.585 = \$65.52
				Total this claim =	\$65.52		
33923	311	STAPLES	Operating Fund	Office Supplies	\$182.97	06/07/23	Office/Cleaning Supplies
				Total this claim =	\$182.97		
33924	312	SWANK MOVIE LICENSING US	Operating Fund	Elwood Children's Programing	\$275.00	06/07/23	Movie License for Elwood
			Operating Fund	Elwood Adult Programing	\$275.00		
				Total this claim =	\$550.00		
33925	313	TOWN OF FRANKTON	Operating Fund	Electricity	\$329.70	06/07/23	Service for Frankton
			Operating Fund	Water	\$34.45		
			Operating Fund	Waste Disposal Services	\$29.51		
				Total this claim =	\$393.66		
33926	314	USI, INC	Operating Fund	Office Supplies	\$173.93	06/07/23	Laminating pouches Letter size, Half letter size
				Total this claim =	\$173.93		
33927	320	KAREN LARIMORE	Operating Fund	Traveling Expense	\$277.29	06/07/23	Mileage 474 @ \$.585
				Total this claim =	\$277.29		
33928	321	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$34.77	06/07/23	Service for Summitville
				Total this claim =	\$34.77		

<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>
33929	323	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,027.21	06/12/23	As per attached invoices.
			Operating Fund	Elwood Childrens	\$552.21		
			Operating Fund	Elwood YA	\$261.46		
			Operating Fund	Frankton	\$806.22		
			Operating Fund	Summitville	\$676.03		
Total this claim =					<u>\$3,323.13</u>		
33930	324	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$96.00	06/12/23	Pest control Elwood, Summitville, Frankton
			Operating Fund	Professional Services	\$96.00		
			Operating Fund	Professional Services	\$96.00		
Total this claim =					<u>\$288.00</u>		
33931	325	BOSE, McKINNEY & EVANS LL	Operating Fund	Legal Services	\$348.00	06/12/23	Firearm policy
Total this claim =					<u>\$348.00</u>		
33932	326	DOLLAR GENERAL-REGIONS 4	Operating Fund	Summitville Programing	\$10.00	06/12/23	As per attached invoices.
			Operating Fund	Operating Supplies	\$18.25		
			Gift	Summitville Programing	\$13.25		
Total this claim =					<u>\$41.50</u>		
33933	327	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,377.92	06/12/23	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$273.54		
Total this claim =					<u>\$1,651.46</u>		
33934	328	FRONTIER	Operating Fund	Telephone & Telegraph	\$268.82	06/12/23	Service for Frankton
Total this claim =					<u>\$268.82</u>		
33935	330	MIDWEST TAPE	Operating Fund	Frankton AV	\$244.94	06/12/23	As per attached invoices. 7 playaways \$485.93
			Operating Fund	Elwood AV	\$594.89		
			Operating Fund	Summitville AV	\$273.93		
Total this claim =					<u>\$1,113.76</u>		
33936	331	SARAH FOX	Operating Fund	Summitville Programing	\$30.00	06/12/23	Petty Cash-Stephen Jackson 5-18-23, Hazelbaker Tea
			Gift	Summitville Programing	\$12.22		
Total this claim =					<u>\$42.22</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>
33937	332	SHERI WALLACE	Gift	Elwood Adult Programing	\$50.00	06/12/23	Reimbursement for Checkered Flag Gift Cards-Summer Reading
				Total this claim =	<u>\$50.00</u>		
33938	333	STACEY JONES	Operating Fund	Postage & UPS	\$9.56	06/12/23	Petty Cash
				Total this claim =	<u>\$9.56</u>		
33939	334	STAPLES	Operating Fund	Office Supplies	\$103.90	06/12/23	Office supplies-Frankton
			Operating Fund	Operating Supplies	\$94.59		
				Total this claim =	<u>\$198.49</u>		
33940	335	TOPS HOME CENTER	Operating Fund	Bldg. Matl. And Supplies	\$2.04	06/12/23	As per attached invoices.
			Operating Fund	Operating Supplies	\$43.99		
			Operating Fund	Bldg. Matl. And Supplies	\$13.99		
				Total this claim =	<u>\$60.02</u>		
33941	336	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$288.00	06/12/23	As per attached invoices.
			Operating Fund	Professional Services	\$147.00		
			Operating Fund	Professional Services	\$339.00		
			Operating Fund	Professional Services	\$754.81		
			Operating Fund	Professional Services	\$1,329.00		
				Total this claim =	<u>\$2,857.81</u>		
33942	339	SAFE HIRING SOLUTIONS	Operating Fund	Professional Services	\$28.95	06/12/23	Vehikite
				Total this claim =	<u>\$28.95</u>		
33943	341	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$450.00	06/21/23	April & May Lawncare for Frankton
				Total this claim =	<u>\$450.00</u>		
33944	343	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	\$162.53	06/21/23	Travel expense 278 miles @\$.585 = \$162.63
				Total this claim =	<u>\$162.53</u>		
33945	344	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	06/21/23	Service for Summitville
			Operating Fund	Waste Disposal Services	\$14.79		
			Operating Fund	Waste Disposal Services	\$5.00		
				Total this claim =	<u>\$73.53</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
33946	347	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	06/21/23	Stephen Jackson July 5th
					Total this claim =	\$30.00	
33947	348	STACEY JONES	Operating Fund	Frankton Programing	\$28.96	06/21/23	Petty Cash
					Total this claim =	\$28.96	

Total Amount of Claims \$96,618.10

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

Monday, July 10, 2023

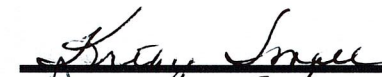
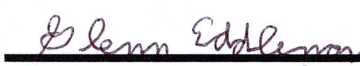



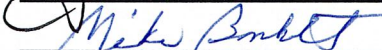


 Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

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



Timeline for 2023 Budget

- July 10, 2023** Regular monthly meeting at the Elwood Public Library for initial budget discussion.
- August 2023 Sheri and I will meet with Ryan Burk from the Department of Local Government Finance on July 19 at 2:30 pm
- August 14, 2023:** Regular monthly meeting at the **Elwood Public Library** (4:30 pm). **Approve 2024 Budget for publication.** **Quorum is required.** Submit Form 3.
- Sept. 11, 2023:** 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. 9, 2023:** 4:30 pm regular monthly meeting at the **Elwood Public Library.** **Adopt 2024 Budget.** **Quorum is required.**
- Oct. 14, 2023: 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, 2023.**
- Oct. 12, 2023 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, 2023 -** 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 17, 2023 –** 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 17, 2023** 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 1, 2023–** DLGF provides est. circuit breaker
- Aug 1, 2023–** Auditor certifies CNAV to DLGF

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.
- If the hotspot is returned after it is seven days overdue, the patron will be charged a \$20 late fee and the replacement cost. If the hotspot is returned undamaged **Add: 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	Add: Total of Replacement, Shipping and Processing Cost to be no more than -\$80.00
Hotspot Charger	\$20.00 \$10.00
Hotspot Battery	\$20.00 \$10.00
Hotspot Case	\$5.00 \$10.00
Instruction Card	\$2.00 Remove
Hotspot Returned in Book Drop	\$10.00 \$10.00

Approved 6/10/2019, Reviewed/Updated 2/10/2020, Updated 11/8/2021, 3/14/2022, Updated 2/13/23

Credit Card Instructions

In order to expedite necessary library purchases, a credit card resolution was approved by the NMCPLS Library Board of Trustees. Due to your job requirements with the Library, you have been issued a North Madison County Public Library credit card under your name.

- Since this credit card has been issued in your name, you are the only one that can use the card.
- This credit card is your responsibility and is to be used for **library purposes only**.
- Do not use the credit card at local businesses where the Library has 30 day credit accounts. These local businesses are Kmart, Tops and Needlers in Elwood and Dollar General in Elwood, Frankton, and Alexandria.
- This card will be held in the Administrative Assistant's office.
- Credit card purchases will abide by the Library's purchasing policy and budget limits.
- When purchasing library items with this card, 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.
- As with any purchases, a purchase order is required.
- Immediately following the transaction, the credit card will be returned to the Administrative Assistant and the completed purchase order and receipt will be given to the Director.
- Additional responsibilities are listed in the attached resolution **ADD: and policy**.
- Any lost or stolen card must be reported to the Administrative Assistant immediately.

If any of the above procedures are not followed, the employee could face disciplinary action up to and including termination.

Signature

Date

Approved July 9, 2018



May 25, 2023

Funding Commitment Decision Letter

Funding Year 2023

Contact Information:

Marilyn Hobbs
North Madison County Public Library System
1600 MAIN STREET
ELWOOD, IN 46036
marilyn@adtecerate.com

FCC Form 471: 231020413

BEN: 130191

Wave: 5

Application Nickname: FY2023 ISL 471 for North
Madison County PLS

Totals

Total Committed	\$68,736.00
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What is in this letter?

Thank you for submitting your application for Funding Year 2023 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**
3. Invoice USAC

BEN Name: North Madison County Public Library
System

FCC Form 471: 231020413

BEN: 130191

Wave: 5

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
- **If your service provider(s) is invoicing USAC:** The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.
- **To receive an invoice deadline extension, the applicant or service provider** must request an extension on or before the last date to invoice. **If you anticipate, for any reason, that invoices cannot be filed on time**, USAC will grant a one-time, 120-day invoice deadline extension if timely requested.

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

Note: The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- **To submit your appeal to USAC**, visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- **To request a waiver of the FCC's rules**, please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System \(ECFS\)](#). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

Funding Commitment Decision Overview

Funding Year 2023

Application Comments for FCC Form 471: #231020413

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2399027166	ENA Services, LLC	\$29,088.00	\$29,088.00	Funded
2399027202	ENA Services, LLC	\$39,648.00	\$39,648.00	Funded

BEN Name: North Madison County Public Library System
BEN: 130191

FCC Form 471: 231020413

Wave: 5

FRN 2399027166	Service Type Data Transmission and/or Internet Access	Status Funded
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Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$36,360.00	Total Eligible One Time Charges	\$0.00
Total Pre-discount Charges		\$36,360.00	
Discount Rate		80.00%	
Committed Amount		\$29,088.00	

Dates	
Service Start Date	7/1/2023
Contract Expiration Date	6/30/2027
Contract Award Date	3/2/2023
Service Delivery Deadline	6/30/2024
Expiration Date (All Extensions)	6/30/2027

Service Provider and Contract Information	
Service Provider	ENA Services, LLC
SPIN (498ID)	143030857
Contract Number	70810
Account Number	n/a
Establishing FCC Form 470	230001392

Consultant Information	
Consultant Name	Marilyn Hobbs
Consultant's Employer	AdTec-Administrative and Technical Consulting
CRN	16024741

Funding Commitment Decision Comments

MR1: Approved as submitted.

BEN Name: North Madison County Public Library System
BEN: 130191

FCC Form 471: 231020413
Wave: 5

FRN 2399027202	Service Type Data Transmission and/or Internet Access	Status Funded
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Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$49,560.00	Total Eligible One Time Charges	\$0.00
Total Pre-discount Charges		\$49,560.00	
Discount Rate		80.00%	
Committed Amount		\$39,648.00	

Dates	
Service Start Date	7/1/2023
Contract Expiration Date	6/30/2027
Contract Award Date	3/2/2023
Service Delivery Deadline	6/30/2024
Expiration Date (All Extensions)	6/30/2027

Service Provider and Contract Information	
Service Provider	ENA Services, LLC
SPIN (498ID)	143030857
Contract Number	70810
Account Number	n/a
Establishing FCC Form 470	230001392

Consultant Information	
Consultant Name	Marilyn Hobbs
Consultant's Employer	AdTec-Administrative and Technical Consulting
CRN	16024741

Funding Commitment Decision Comments

MR1: Approved as submitted.

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	JUNE	JUNE	Amount of	% OF	YTD	YTD	Amount of	YTD % OF
	2022	2023	Change	Change	2022	2023	Change	Change
ELWOOD								
ADULT	1,488	1,322	-166	-11%	7,950	7,778	-172	-2%
JUVENILE	967	1,237	270	28%	4,113	5,411	1,298	32%
Y. A.	198	183	-15	-8%	695	865	170	24%
PERIOD.	72	114	42	58%	545	563	18	3%
AUDIO	53	84	31	58%	364	418	54	15%
VIDEO	1,634	1,886	252	15%	9,978	11,958	1,980	20%
VIDEO GAMES	0	89	89	#DIV/0!	0	177	177	#DIV/0!
OVERDRIVE	457	634	177	39%	2,592	3,396	804	31%
DATABASES	481	1,206	725	151%	2,042	3,075	1,033	51%
HOTSPOTS	59	74	15	25%	327	407	80	24%
TOTAL	5,409	6,829	1,420	26%	28,606	34,048	5,442	19%
FRANKTON								
ADULT	566	531	-35	-6%	3,107	2,974	-133	-4%
JUVENILE	398	348	-50	-13%	1,530	1,690	160	10%
Y. A.	137	86	-51	-37%	570	385	-185	-32%
PERIOD.	31	46	15	48%	274	205	-69	-25%
AUDIO	30	15	-15	-50%	120	172	52	43%
VIDEO	709	617	-92	-13%	3,417	3,256	-161	-5%
VIDEO GAMES	0	0	0	#DIV/0!	0	0	0	#DIV/0!
OVERDRIVE	229	317	88	38%	1,293	1,694	401	31%
DATABASES	240	602	362	151%	1,020	1,537	517	51%
HOTSPOTS	0	0	0	#DIV/0!	0	3	3	#DIV/0!
TOTAL	2,340	2,562	222	9%	11,331	11,916	585	5%
HAZELBAKER								
ADULT	434	347	-87	-20%	2065	1931	-134	-6%
JUVENILE	360	358	-2	-1%	1656	1727	71	4%
Y. A.	29	51	22	76%	141	170	29	21%
PERIOD.	76	60	-16	-21%	396	336	-60	-15%
AUDIO	42	22	-20	-48%	193	91	-102	-53%
VIDEO	550	437	-113	-21%	3392	3086	-306	-9%
VIDEO GAMES	0	4	4	#DIV/0!	0	13	13	#DIV/0!
OVERDRIVE	228	317	89	39%	1292	1694	402	31%
DATABASES	240	602	362	151%	1020	1537	517	51%
HOTSPOTS	0	0	0	#DIV/0!	0	4	4	#DIV/0!
TOTAL	1,959	2,198	239	12%	10,155	10,589	434	4%
SYSTEM								
ADULT	2,488	2,200	-288	-12%	13,122	12,683	-439	-3%
JUVENILE	1,725	1,943	218	13%	7,299	8,828	1,529	21%
Y. A.	364	320	-44	-12%	1,406	1,420	14	1%
PERIOD.	179	220	41	23%	1,215	1,104	-111	-9%
AUDIO	125	121	-4	-3%	677	681	4	1%
VIDEO	2,893	2,940	47	2%	16,787	18,300	1,513	9%
VIDEO GAMES	0	93	93	#DIV/0!	0	190	190	#DIV/0!
OVERDRIVE	914	1,268	354	39%	5,177	6,784	1,607	31%
DATABASES	961	2,410	1,449	151%	4,082	6,149	2,067	51%
HOTSPOTS	59	74	15	25%	327	414	87	27%
TOTAL	9,708	11,589	1,881	19%	50,092	56,553	6,461	13%

	June Additional Stats			
	Elwood	Frankton	Summitville	Total
Computer Use	374	49	66	489
Wireless	1,571	344	199	2,114
Patron Assist	614	92	94	800
Reference	48	-	4	52
Instructional Reference	26	-	4	30
Patron/Traffic Count	5,720	2,221	909	8,850
SRCS Borrowed	1			1
SRCS Loaned	19			19
INShare ILLs	-	-	1	1
Scheduled Non-library Meeting Room Use	7	-	4	11
Scheduled Non-library Meeting Room Attendance	48	-	34	82
In-house Programs				
Juvenile - 0 - 5 yrs old	4	3	3	10
Attendance 0 - 5 yrs old	49	29	7	85
Juvenile - 6 - 11 yrs old	2	3	3	8
Attendance 6 - 11 yrs old	29	23	35	87
Young Adult Programs	2	3	-	5
Y. A. Attendance	2	15	-	17
Adult Programs	7	1	12	20
Adult Attendance	74	25	38	137
All Ages Programs	8	1	-	9
All Ages Attendance	316	4	-	320
Outreach Programs				
Juvenile - 0 - 5 yrs old	-	-	-	-
Attendance 0 - 5 yrs old	-	-	-	-
Juvenile - 6 - 11 yrs old	-	-	-	-
Attendance 6 - 11 yrs old	-	-	-	-
Young Adult Programs	-	-	-	-
Y. A. Attendance	-	-	-	-
Adult Programs	-	-	-	-
Adult Attendance	-	-	-	-
All Ages Programs	-	-	-	-
All Ages Attendance	-	-	-	-
Virtual Programs				
Juvenile	Elwood	Frankton	Summitville	Total
# of Recorded Prog.			4	4
-# of Clicks			-	-
-# of Reactions/Shares			22	22

Tech Services Processed Items

770

Transits to other libraries

725

Transits from other libraries

604

Processed by Daikan Metz

Item name	Average price
Bluetooth Speaker	\$ 30.00
Knitting/sewing sets	\$ 20.00
Board games (with minimal pieces)	\$ 25.00
Binoculars	\$ 30.00
Label maker	\$ 30.00
ElectricDrill	\$ 70.00
Roku/Fire Stick	\$ 45.00
Vehicle Code Reader	\$ 25.00
Retractable Fishing Rod	\$ 35.00
Tire pressure gauge	\$ 8.00
Dent puller	\$ 15.00
Engraving pen	\$ 25.00
Knife sharpener	\$ 15.00
Laser tape measure	\$ 30.00
Microphone	\$ 15.00
Moisture meter	\$ 10.00
Soil Tester	\$ 15.00
Tripod	\$ 25.00
Tool Set	\$ 40.00
Stud Finder	\$ 25.00
Energy Monitor/Watt Meter	\$ 15.00
Baking Pans/Adjustable Letter Baking Pan	\$ 25.00
Dremel Kit	\$ 45.00
Blu Ray DVD Player	\$ 80.00
Hand Mixer	\$ 20.00

	Up to June 2022	Up to June 2023	Difference
Computer Use	2462	2767	305
Wireless	10953	11786	833
Patron Assist	4549	5316	767
Reference	116	221	105
Instructional Reference	193	262	69
Patron/Traffic Count	38366	45922	7556
SRCS Borrowed	6	9	3
SRCS Loaned	35	77	42
INShare ILLs	0	1	1
Scheduled Non-library Meeting Room Use	84	64	-20
Scheduled Non-library Meeting Room Attendance	600	624	24
In-house Programs			
Juvenile Programs	66	131	65
Juv. Attendance	434	980	546
Young Adult Programs	3	23	20
Y. A. Attendance	2	80	78
Adult Programs	62	122	60
Adult Attendance	249	849	600
All Ages Programs	16	24	8
All Ages Attendance	154	556	402
Outreach Programs			
Juvenile Programs	0	4	4
Juv. Attendance	0	71	71
Young Adult Programs	0	4	4
Y. A. Attendance	0	72	72
Adult Programs	8	3	-5
Adult Attendance	16	14	-2
All Ages Programs	3	2	-1
All Ages Attendance	28	19	-9

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Building Committee Meeting
July 10, 2023
5:15 PM

Lisa Hobbs, Kenny Giselbach, and Mike Bomholt were present. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

Director Scott prepared a list of completed projects and needed projects for each location.

The committee toured the Elwood location, inside and out, to set priorities for upcoming projects. It was decided the drainage around the entrance needed to be addressed first.

* * * Communication Result Report (Jul. 6. 2023 11:36AM) * * *

1)
2)

Date/Time: Jul. 6. 2023 11:34AM

File	Destination	Pg(s)	Result	Page Not Sent
8112 Memory TX	Frankton FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

Agenda

July 10, 2023

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

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville's South Pavilion

New Business

1. 2024 Budget Review

2. Hotspot Lending Policy

3. Credit Card SOP

4. Bank Transfer for Investment Purposes

Director's Report

Public Comment

Adjournment

Building Committee Meeting

5:15 P.M.

1. Maintenance Review of Elwood Public Library

2. Discuss and Set Priorities for Elwood Public Library's Current
Maintenance Needs

3. Discuss Additional Meeting Dates for the Branches

* * * Communication Result Report (Jul. 6. 2023 11:35AM) * * *

1)
2)

Date/Time: Jul. 6. 2023 11:33AM

File	No.	Mode	Destination	Pg(s)	Result	Page Not Sent
8111 Memory TX			Summitville FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

Agenda

July 10, 2023

North Madison County Public Library System
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3. Discuss Additional Meeting Dates for the Branches

Date/Time: Jul. 6. 2023 11:33AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
8110	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

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

Agenda

July 10, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville's South Pavilion
- New Business
 - 1. 2024 Budget Review
 - 2. Hotspot Lending Policy
 - 3. Credit Card SOP
 - 4. Bank Transfer for Investment Purposes
- Director's Report
- Public Comment
- Adjournment

Please Publish

Building Committee Meeting
5:15 P.M.

- 1. Maintenance Review of Elwood Public Library
- 2. Discuss and Set Priorities for Elwood Public Library's Current Maintenance Needs
- 3. Discuss Additional Meeting Dates for the Branches

Date/Time: Jul. 6. 2023 11:33AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
8109	Memory TX	call leader	P. 1	OK	

Reason for error

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

Agenda

July 10, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville's South Pavilion
- New Business
 - 1. 2024 Budget Review
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 - 3. Credit Card SOP
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- Director's Report
- Public Comment
- Adjournment

Please Publish

Building Committee Meeting
5:15 P.M.

- 1. Maintenance Review of Elwood Public Library
- 2. Discuss and Set Priorities for Elwood Public Library's Current Maintenance Needs
- 3. Discuss Additional Meeting Dates for the Branches

Agenda

August 14, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville's South Pavilion

New Business

1. Meeting Room Conflict for September's Meeting
2. Approve 2024 Budget for Publication
3. Patron Behavior Policy
4. Meeting Room Policy
5. Indiana State Library Consortium Resolution for Public Internet Access
6. **Add: Hotspot Policy**
7. **Add: Library of Things Policy and Waiver**

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
August 14, 2023
4:30 PM

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on August 14, 2023 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

CONSENT AGENDA

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

OLD BUSINESS

Summitville South Pavilion

The bricks have been laid along the block foundation. As soon as the rain stops they will pour the concrete.

NEW BUSINESS

Meeting Room Conflict for September's Meeting

Because of the Labor Day holiday, Kids in the Kitchen has been moved to the following Monday which is Board Meeting Day. We can meet in the Indiana Room or meet at Frankton. The members agreed to meet at the Frankton Community Library. They will also have a building committee meeting immediately following the Board Meeting.

Approve 2024 Budget for Publication

2024 Budget Review

The following 2024 budget was requested for publication:

Rainy Day Fund Budget--\$50,000.00

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

The maximum estimate funds to be raised are \$1,074,166

The current tax levy is \$1,032,077

Estimated Property Tax Cap of \$167,800

Library Improvement Reserve Fund--\$50,000

Kathy Small made a motion to approve the 2024 budget for publication. Janet Stover made a second and the motion carried.

Patron Behavior Policy

Director Scott would like to change and/or remove language in the Patron Behavior Policy that is definitive and legally defined. Kathy Small made a motion to accept all changes to the Patron Behavior Policy. Lisa Hobbs seconded and the motion carried.

Meet Room Policy

Director Scott would like to remove *Supervised visitations are not required to leave a \$30 deposit* from III Reservations. Director Scott would like to add Section V. SUPERVISED VISITATIONS. Larry Watson moved to accept these changes. Mike Bomholt seconded and the motion carried.

Indiana State Library Consortium Resolution for Public Internet Access

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

Hotspot Lending Policy

Director Scott would like to add the following:

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 \$14.00.* Director Scott would like to remove *If the hotspot is returned after it is seven days overdue, the patron will be charged a \$20 late fee and the replacement cost.* Lisa Hobbs moved to accept these changes to the Hotspot Lending Policy. Kathy Small seconded and the motion carried.

Library of Things Policy and Waiver

Trustees reviewed the Library of Things Policy and Waiver. Larry Watson moved to accept the policy and waiver as written. Kathy Small seconded and the motion carried.

Directors Report

We are getting ready for Glass Festival. We are receiving entries for the Art Show. Patricia Dickey will be the highlighted artist this year. Marvin Crim will be here on Saturday August 19th, painting live. We are also having a book sale. Our stats are up.
The Block Party went well. We had great attendance.

Public Comment

There was no public comment.

Adjournment

President Eddleman adjourned the meeting by consent.

Larry Watson

Glenn Eddleman

Kenny Hinkley

Kathy Small, Secretary

Janet Stover

Register Of Claims

North Madison County Public Library System

Report Date: From **07/01/23** To **07/31/23**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	404	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$515.04	07/19/23	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,922.79		
				Total this claim =	\$2,437.83		
0	374	AT&T	Operating Fund	Telephone & Telegraph	\$200.32	07/10/23	Service for Elwood, Summitville
			Operating Fund	Telephone & Telegraph	\$84.37		
				Total this claim =	\$284.69		
0	356	CENTERPOINT ENERGY	Operating Fund	Gas	\$43.02	07/05/23	Service for Elwood, Frankton & Summitville
			Operating Fund	Gas	\$23.24		
			Operating Fund	Gas	\$20.70		
				Total this claim =	\$86.96		
0	382	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$628.65	07/10/23	Service for Summitville
				Total this claim =	\$628.65		
0	369	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$514.77	07/05/23	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,921.79		
				Total this claim =	\$2,436.56		
0	370	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,065.85	07/05/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,450.42		
			Medicare	Empl.Share FICA&Medicare	\$339.22		
			Operating Fund	Empl.Share FICA&Medicare	\$1,450.42		
			Operating Fund	Empl.Share FICA&Medicare	\$339.22		
				Total this claim =	\$5,645.13		
0	371	NATIONWIDE	Annuity	Payroll Deductions	\$341.00	07/05/23	Payroll Ending 7/1/23
				Total this claim =	\$341.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	414	INDIANA DEPARTMENT OF RE	State Tax Withheld County Tax Withheld	Payroll Deductions Payroll Deductions	\$1,785.04 \$987.09	07/19/23	July Withholdings
				Total this claim =	\$2,772.13		
0	372	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	07/05/23	IN Def Comp Matching Plan-Robertson
				Total this claim =	\$211.45		
0	373	AMAZON BUSINESS	Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Gift Operating Fund Operating Fund	Elwood AV Frankton AV Summitville AV Technology Equipment Elwood Adult Frankton Summitville Summitville Programing Elwood Children's Programing Operating Supplies	\$750.22 \$399.13 \$399.13 \$1,734.66 \$73.05 \$56.98 \$12.11 \$31.05 \$64.96 \$130.03	07/05/23	As per attached invoices.
				Total this claim =	\$3,651.32		
0	392	PAYROLL	Operating Fund Operating Fund Operating Fund	Salary of Director Salary of Assistants Wages of Janitor	\$2,808.10 \$19,296.23 \$1,344.00	07/05/23	PAYROLL
				Total this claim =	\$23,448.33		
0	403	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,066.48	07/19/23	Service for Elwood
				Total this claim =	\$2,066.48		

<i>Warrant Number</i>	<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	400	CARDMEMBER SERVICE	Operating Fund	Operating Supplies	\$21.03	07/19/23	As per attached invoices.
			Gift	Elwood Children's Programing	\$570.46		
			Gift	Other	\$35.00		
			Operating Fund	Elwood Adult	\$109.98		
			Operating Fund	Frankton	\$15.99		
			Operating Fund	Summitville	\$15.99		
			Operating Fund	Fuel, Oil and Lubricants	\$19.03		
			Operating Fund	Techology Software	\$109.00		
			Operating Fund	Techology Software	\$99.00		
			Gift	Techology Software	\$6.93		
			Operating Fund	Furniture & Equipment	\$599.00		
			Operating Fund	Elwood Children's Programing	\$27.75		
				Total this claim =	\$1,629.16		
0	408	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,061.28	07/19/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,464.60		
			Medicare	Empl.Share FICA&Medicare	\$342.54		
			Operating Fund	Empl.Share FICA&Medicare	\$1,464.60		
			Operating Fund	Empl.Share FICA&Medicare	\$342.54		
				Total this claim =	\$5,675.56		
0	409	NATIONWIDE	Annuity	Payroll Deductions	\$341.00	07/19/23	Payroll Ending
				Total this claim =	\$341.00		
0	410	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	07/19/23	IN Def Comp Emp Matching Plan-Robertson
				Total this claim =	\$211.45		
0	411	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	07/19/23	PAYROLL
			Operating Fund	Salary of Assistants	\$19,524.82		
			Operating Fund	Wages of Janitor	\$1,344.00		
				Total this claim =	\$23,676.92		
0	412	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$9,251.89	07/19/23	Emp Health Ins 8-1to 8-31
			Insurance	Payroll Deductions	\$932.98		
				Total this claim =	\$10,184.87		

<i>Warrant Number</i>	<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	413	AFLAC	AFLAC	Payroll Deductions	<u>\$398.38</u>	07/19/23	July Withholding
				Total this claim =	\$398.38		
33948	357	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	07/05/23	Service for Elwood
			Operating Fund	Waste Disposal Services	<u>\$227.16</u>		
				Total this claim =	\$378.03		
33949	358	ELWOOD CALL LEADER	Operating Fund	Elwood Period. & News.	<u>\$109.00</u>	07/05/23	1 yr Subscription Elwood
				Total this claim =	\$109.00		
33950	359	HERALD BULLETIN, THE	Operating Fund	Summitville Period. & Newsp.	<u>\$395.83</u>	07/05/23	52 weeks- Summitville
				Total this claim =	\$395.83		
33951	360	HERALD BULLETIN, THE	Operating Fund	Frankton	<u>\$83.04</u>	07/05/23	4 Books of Madison County History
				Total this claim =	\$83.04		
33952	361	KAREN LARIMORE	Operating Fund	Traveling Expense	\$290.16	07/05/23	Travel reimbursement 496 miles @ \$.585 = \$290.16
				Total this claim =	\$290.16		
33953	362	RICOH USA, INC	Operating Fund	Office Supplies	\$37.99	07/05/23	Copies for Summitville, Frankton
			Operating Fund	Office Supplies	<u>\$189.97</u>		
				Total this claim =	\$227.96		
33954	363	ROBY'S, INC.	Operating Fund	Professional Services	\$523.00	07/05/23	New garbage disposal in breakroom at Elwood
				Total this claim =	\$523.00		
33955	364	SARAH FOX	Gift	Summitville Programing	\$35.00	07/05/23	Petty Cash
			Operating Fund	Summitville Programing	<u>\$8.97</u>		
				Total this claim =	\$43.97		
33956	365	STACEY JONES	Operating Fund	Postage & UPS	\$4.78	07/05/23	Petty Cash
			Operating Fund	Frankton Programing	<u>\$26.42</u>		
				Total this claim =	\$31.20		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33957	366	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$314.69	07/05/23	Cleaning supplies
				Total this claim =	\$314.69		
33958	367	TOWN OF FRANKTON	Operating Fund	Electricity	\$399.06	07/05/23	Service for Frankton
			Operating Fund	Water	\$34.45		
			Operating Fund	Waste Disposal Services	\$27.40		
				Total this claim =	\$460.91		
33959	368	NICK HAULTER	Operating Fund	Professional Services	\$50.00	07/05/23	Mowing Summitville
				Total this claim =	\$50.00		
33960	375	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$120.00	07/10/23	Qrtly support Accounting & Cloud Backup
			Operating Fund	Professional Services	\$564.00		
				Total this claim =	\$684.00		
33961	376	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,246.47	07/10/23	As per attached invoices.
			Operating Fund	Elwood Childrens	\$580.24		
			Operating Fund	Elwood YA	\$207.17		
			Operating Fund	Frankton	\$720.05		
			Operating Fund	Summitville	\$951.69		
			Gift	Elwood Adult	\$11.17		
				Total this claim =	\$3,716.79		
33962	377	DEMCO	Operating Fund	Book Processing	\$382.98	07/10/23	Book Processing
				Total this claim =	\$382.98		
33963	378	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$1,035.65	07/10/23	Rebuilt 1" Watts 009M2 backflow prevention device: Annual Backflow test, Qtrly Sprinkler Wet/Dry inspection
				Total this claim =	\$1,035.65		
33964	379	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,377.92	07/10/23	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$273.54		
				Total this claim =	\$1,651.46		
33965	380	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$11.33	07/10/23	Service for Summitville
				Total this claim =	\$11.33		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33966	381	FRONTIER	Operating Fund	Telephone & Telegraph	\$268.75	07/10/23	Service for Frankton
				Total this claim =	<u>\$268.75</u>		
33967	383	INDIANA STATE LIBRARY	Evergreen Indiana	Other	\$37.75	07/10/23	2nd Quarter Evergreen
				Total this claim =	<u>\$37.75</u>		
33968	384	INDIANA STATE LIBRARY	PLAC	Other	\$65.00	07/10/23	PLAC 2nd Qtr 2023
				Total this claim =	<u>\$65.00</u>		
33969	385	MIDWEST COLLABORATIVE F	Operating Fund	Databases	\$1,286.67	07/10/23	Fold 3 , Membership dues
			Operating Fund	Dues	\$125.00		
				Total this claim =	<u>\$1,411.67</u>		
33970	386	MIDWEST TAPE	Operating Fund	Elwood AV	\$236.95	07/10/23	As per attached invoices.
			Operating Fund	Frankton AV	\$84.98		
			Operating Fund	Summitville AV	\$102.97		
			Operating Fund	Book Processing	\$385.98		
				Total this claim =	<u>\$810.88</u>		
33971	387	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$262.34	07/10/23	Repair sidewalk light at Summitville
				Total this claim =	<u>\$262.34</u>		
33972	388	TOPS HOME CENTER	Operating Fund	Elwood Children's Programing	\$3.98	07/10/23	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$7.49		
			Operating Fund	Operating Supplies	\$12.96		
				Total this claim =	<u>\$24.43</u>		
33973	389	NICK HAULTER	Operating Fund	Professional Services	\$50.00	07/10/23	Lawn care 7/5/23 Summitville
				Total this claim =	<u>\$50.00</u>		
33974	390	ULINE	Operating Fund	Office Supplies	\$101.45	07/10/23	Packing pouches for plexiglass shields
				Total this claim =	<u>\$101.45</u>		
33975	391	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$125.02	07/10/23	Craft supplies-Summitville
				Total this claim =	<u>\$125.02</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33976	393	LIBRARICA LLC	Operating Fund	Techology Software	\$974.84	07/10/23	Cassie Renewal/Support
				Total this claim =	<u>\$974.84</u>		
33977	394	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$65.10	07/10/23	Summer Reading supplies-Summitville,
			Operating Fund	Elwood Adult Programing	\$0.00		KIK & TT snacks Elwood
			Operating Fund	Frankton Programing	\$0.00		
			Gift	Summitville Programing	\$25.55		
			Operating Fund	Cleaning & Sanitation Supplies	\$0.00		
			Operating Fund	Operating Supplies	\$0.00		
				Total this claim =	<u>\$90.65</u>		
33978	395	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$32.71	07/10/23	Service for Summitville
				Total this claim =	<u>\$32.71</u>		
33979	396	RICOH USA, INC	Operating Fund	Office Supplies	\$234.43	07/10/23	Copies for Elwood
				Total this claim =	<u>\$234.43</u>		
33980	397	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$2,136.38	07/10/23	Direct coupled actuator
				Total this claim =	<u>\$2,136.38</u>		
33981	398	VICTORIA WALSER	Operating Fund	Furniture & Equipment	\$37.98	07/10/23	Petty Cash
				Total this claim =	<u>\$37.98</u>		
33982	399	NORTH MADISON COUNTY PU	Operating Fund	Interbank Transfers	\$400,000.00	07/19/23	Transfer funds from Star Bank to First Farmers Bank & Trust
				Total this claim =	<u>\$400,000.00</u>		
33983	401	CHERRYROAD MEDIA	Operating Fund	Frankton Per. & Newsp.	\$155.00	07/19/23	Frankton Annual subscription for the Elwood Call-Leader-
				Total this claim =	<u>\$155.00</u>		
33984	402	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$225.00	07/19/23	June lawn care-Frankton
				Total this claim =	<u>\$225.00</u>		
33985	405	SOPHIE GERDES	Operating Fund	Elwood AV	\$11.00	07/19/23	Refund for payment on lost item
				Total this claim =	<u>\$11.00</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>
33986	406	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	07/19/23	Stephen Jackson "A Tale of the Mills"
Total this claim =					\$30.00		
33987	407	SARAH FOX	Gift	Summitville Programing	\$5.98	07/19/23	Petty Cash
			Gift	Summitville Programing	\$29.94		
Total this claim =					\$35.92		

Total Amount of Claims \$503,639.07

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

Monday, August 14, 2023





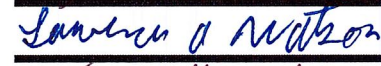



 Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

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

IC 6-1.1-17-3 requires online advertisement of the Notice to Taxpayers to be submitted at least 10 days before the public hearing. Online advertisement will be completed by submitting the Form 3 from the Budget Form Menu in Gateway. Once submitted, notices will be available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT
FINANCE

FORM APPROVED BY STATE BOARD OF ACCOUNTS
NOTICE TO TAXPAYERS

Budget Form No. 3
Submitted on 8/17/2023 5:41:38 PM

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

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at 1600 Main Street Elwood IN 46036.

Notice is hereby given to taxpayers of North Madison County Library System, Madison County, Indiana that the proper officers of NORTH MADISON COUNTY LIBRARY SYSTEM will conduct a public hearing on the year 2024 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of NORTH MADISON COUNTY LIBRARY SYSTEM not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, NORTH MADISON COUNTY LIBRARY SYSTEM shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of NORTH MADISON COUNTY LIBRARY SYSTEM will meet to adopt the following budget:

Date of Public Hearing	Monday, September 11 2023	Date of Adoption Meeting	Monday, October 09 2023
Time of Public Hearing	4:30 PM	Time of Adoption Meeting	4:30 PM
Public Hearing Place	102 S Church ST Frankton, IN	Adoption Meeting Place	1600 Main Street Elwood IN 46036

Estimated Civil Max Levy	\$ 1,074,166
Property Tax Cap Credit Estimate	\$ 167,800

Special Notes:

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 (Included In Column 3)	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	\$1,074,166	\$0	1,032,077	4.08 %
2011-LIBRARY IMPROVEMENT RESERVE	\$50,000	\$0	\$0	0	

Click Below to Preview Notices	Date	Time	Status
Notice #1	8/17/2023 5:41:38 PM	8/17/2023 5:41:38 PM	PUBLISHED

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, **ADD: programs,** and services in a welcoming environment that is safe, enjoyable, and conducive to comfortable library use. 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:

Combined and slightly changed below highlighted in green. 1. Producing excessive noise. (Examples: loud talking, cell phones, singing, playing a musical instrument, or other electronic device, etc., which are determined to be inconsistent with public service operations.)

2. Behaving in a disorderly or disruptive manner which is not conducive to comfortable library use or a manner which threatens personal safety of patrons and/or staff. (Examples: skateboarding, rollerblading, running or groups gathering around a single computer.)

1. **ADD: 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. Consuming **REMOVE: food, beverages, narcotics,** 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. **REMOVE: Individuals violating this law will be asked to stop smoking. If the patron refuses to stop smoking, the patron will be asked to leave the premises. If the patron refuses both requests, the local law enforcement may be contacted. ADD: 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.**

3. **Remove: Loitering – Repeat violators and/or persons who refuse to leave when requested will be subject to arrest and prosecution under Section 35-43-2-2 of the Indiana Code entitled “Criminal Trespass”.**

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. **Remove: Inappropriate attire includes but is not limited to bare feet/torso. Add: Shirts 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

REMOVE: The behaviors mentioned below **ADD: Criminal behavior** will result in immediate expulsion from the library and is considered a zero tolerance behavior. The Library Director **ADD: will be informed immediately and** will send a letter to the offending patron detailing the length of the **expulsion ADD: 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.

REMOVE:

1. Stealing, damaging, altering of any library property including, but not limited to, defacing of library materials, vandalizing library equipment, furniture, computers, etc.
2. Stalking which is considered the pursuit of others. It is unsolicited, unwelcome and unreasonable in nature, creates a threatening and intimidating service environment.

3. Committing sexual offenses. (Examples: indecent exposure, inappropriate/unwelcome sexual advances or harassment)
4. Displaying sexually explicit graphics or child pornography.
5. Verbal, physical, written or electronic harassment or abuse. (Examples: Cursing at patrons or staff; approaching patrons or staff and engaging in unwanted or inappropriate interaction; threats to personal safety of patrons or staff; the transmission of threatening, harassing, malicious, or abusive language and/or images, etc.)
6. Any criminal behavior that is not listed above will be considered a Zero Tolerance Behavior.

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

NMCPLS MEETING ROOM POLICY

Elwood Public Library

I. ACCESS:

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

II. RESTRICTIONS:

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

III. RESERVATIONS:

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

IV. RESPONSIBILITIES:

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

V. ADD: SUPERVISED VISITATIONS

- A. Due to limited meeting spaces within the community and the library to hold supervised visitations, the meeting room can be used for this purpose if not already in use or reserved.
- B. Reservations are encouraged no more than 30 days in advance.
- C. Parents and/or visitation facilitators are required to complete the Meeting Room Reservation Form and to follow all rules and regulations of this policy.
- D. Supervised visits are allowed only during normal operating hours.
- E. A deposit is not required.
- F. If the rules and regulations are not followed, the library reserves the right to require a deposit or deny future use of the meeting room.

NMCPLS MEETING ROOM RESERVATION FORM

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

meeting room of the Elwood Public Library on _____
(Date)

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

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

_____ agrees to honor
(Signature)

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

PLEASE PRINT:

NAME: _____

ADDRESS: _____

BUS. PHONE: _____ **HOME PHONE:** _____

GROUP NAME: _____

Revised 02-04-2013
Revised 02-13-2017
Revised 11-12-2018
Revised 04-12-21

MEETING ROOM CHECKLIST

MEETING ROOM

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

Emergency Contact Information:

Jamie Scott, Director – 765-635- 1093

Sarah Huffman, Adult Services Manager – 765-620-0650

Tori Walser, Youth Services Manager – 765-602-9402

KITCHEN

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

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR JULY 1, 2024 THROUGH JUNE 30, 2025**

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 14th day of August, 2023, at which meeting a quorum was present.

NAY

AYE

Betty Small
Janet Stever
Nike Bonholt
Glenn Eddleman
Laura Wittor
Kenny Hillman
Josh A. Hobbs

ATTEST:

Betty Small, Secretary
Secretary

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 **ADD: and a \$2.00 per day late fee will be added to the patron's account up to \$14.**
- If the hotspot is returned after it is seven days overdue, the patron will be charged **REMOVE: a \$20 late fee** and 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
Instruction Card	\$2.00 Remove
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

**North Madison County
Library of Things Lending Policy**

The North Madison County Public Library System circulates items in a Library of Things (LoT, or Things) collection. The intention of the LoT is to provide non-traditional library items to deliver innovative library resources. Patrons who borrow a Thing agree to abide by the Library of Things lending guidelines below.

To ensure the availability of Things, the following parameters have been adopted.

Things 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 Thing.
- We must have a valid method of contacting you (text or voicemail) while the Thing is checked out to you.
- Things may be checked out by any patron with an account clear of fines and fees.
- Things may be checked out for seven days.
- Things may be placed on hold.
- Things may be renewed one time, provided there are no holds.
- A signed waiver must be on file for the borrower in order to proceed with item checkout.
- If the Thing is 28 days overdue, the borrower will be billed for replacement costs. Borrower may also be charged for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse.
- If circumstances warrant, the library reserves the right to suspend borrowing privileges to any individual.
- A \$10 fee will be charged for Things returned in the book drop.
- A \$10 one-time cleaning fee may be assessed for items not returned in the same condition in which they were issued.

The borrower agrees that failure to comply with any of these rules and guidelines may result in the loss of borrowing privileges.

Liability Waiver

1. The borrower agrees to the aforementioned lending policy.
2. The borrower agrees they can and will use the item in a safe and proper manner, and to read any and all included manuals or special instructions. The borrower agrees to always keep the item within their possession, and to practice all safety guidelines.
3. I do hereby for myself, on behalf of my successors and assigns, waive any and all claims against the North Madison County Public Library System, its officers, agents, and employees, for any death or injury of any nature that may occur in my borrowing, transporting, using, or returning the item borrowed.
BORROWER ASSUMES ALL RISK OF ANY AND ALL DAMAGES, OF EVERY NATURE WHATSOEVER, WHICH MAY BE INCURRED BY THE BORROWER FROM THE USE OF THE BORROWED ITEM, AND BORROWER SHALL HOLD NMCPLS HARMLESS THEREON.

Print Name

Signature

Date

* * * Communication Result Report (Aug. 10. 2023 10:09AM) * * *

1)
2)

Date/Time: Aug. 10. 2023 10:06AM

File	No. Mode	Destination	Pg (s)	Result	Page Not Sent
8401 Memory TX		Summitville FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

Agenda

August 14, 2023

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

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville's South Pavilion

New Business

1. Meeting Room Conflict for September's Meeting

2. Approve 2024 Budget for Publication

3. Patron Behavior Policy

4. Meeting Room Policy

5. Indiana State Library Consortium Resolution for Public Internet
Access

Director's Report

Public Comment

Adjournment

* * * Communication Result Report (Aug. 10. 2023 10:08AM) * * *

1)
2)

Date/Time: Aug. 10. 2023 10:06AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
8400	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

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

Agenda

August 14, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville's South Pavilion
- New Business
 - 1. Meeting Room Conflict for September's Meeting
 - 2. Approve 2024 Budget for Publication
 - 3. Patron Behavior Policy
 - 4. Meeting Room Policy
 - 5. Indiana State Library Consortium Resolution for Public Internet Access
- Director's Report
- Public Comment
- Adjournment

Please Publish

* * * Communication Result Report (Aug. 10. 2023 10:07AM) * * *

1)
2)

Date/Time: Aug. 10. 2023 10:07AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
8402	Memory TX	Frankton FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

Agenda

August 14, 2023

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

Call to Order
 Call for Quorum
 Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
 Old Business
 1. Summitville's South Pavilion
 New Business
 1. Meeting Room Conflict for September's Meeting
 2. Approve 2024 Budget for Publication
 3. Patron Behavior Policy
 4. Meeting Room Policy
 5. Indiana State Library Consortium Resolution for Public Internet Access
 Director's Report
 Public Comment
 Adjournment

	July Additional Stats			
	Elwood	Frankton	Summitville	Total
Computer Use	332	43	36	411
Wireless	1,710	382	144	2,236
Patron Assist	585	116	101	802
Reference	22	-	8	30
Instructional Reference	43	1	7	51
Patron/Traffic Count	4,926	2,002	865	7,793
SRCS Borrowed	-			-
SRCS Loaned	25			25
INShare ILLs	-	-	1	1
Scheduled Non-library Meeting Room Use	8	-	-	8
Scheduled Non-library Meeting Room Attendance	82	-	-	82
In-house Programs				
Juvenile - 0 - 5 yrs old	4	3	3	10
Attendance 0 - 5 yrs old	49	19	10	78
Juvenile - 6 - 11 yrs old	3	3	4	10
Attendance 6 - 11 yrs old	23	14	46	83
Young Adult Programs	2	1	-	3
Y. A. Attendance	3	8	-	11
Adult Programs	3	3	11	17
Adult Attendance	16	42	27	85
All Ages Programs	13	2	-	15
All Ages Attendance	606	5	-	611
Outreach Programs				
Juvenile - 0 - 5 yrs old	-	-	-	-
Attendance 0 - 5 yrs old	-	-	-	-
Juvenile - 6 - 11 yrs old	1	-	-	1
Attendance 6 - 11 yrs old	8	-	-	8
Young Adult Programs	-	-	-	-
Y. A. Attendance	-	-	-	-
Adult Programs	-	-	1	1
Adult Attendance	-	-	4	4
All Ages Programs	2	-	-	2
All Ages Attendance	150	-	-	150
Virtual Programs				
Juvenile	Elwood	Frankton	Summitville	Total
# of Recorded Prog.			4	4
-# of Clicks			-	-
-# of Reactions/Shares			20	20

Tech Services Processed Items

1,490

Transits to other libraries

659

Transits from other libraries

427

Processed by Daikan Metz

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	JULY	JULY	Amount of	% OF	YTD	YTD	Amount of	YTD % OF
	2022	2023	Change	Change	2022	2023	Change	Change
ELWOOD								
ADULT	1,478	1,509	31	2%	9,428	9,287	-141	-1%
JUVENILE	876	977	101	12%	4,989	6,388	1,399	28%
Y. A.	135	181	46	34%	830	1,046	216	26%
PERIOD.	89	77	-12	-13%	634	640	6	1%
AUDIO	82	58	-24	-29%	446	476	30	7%
VIDEO	1,926	2,030	104	5%	11,904	13,988	2,084	18%
VIDEO GAMES	0	90	90	#DIV/0!	0	267	267	#DIV/0!
OVERDRIVE	456	667	211	46%	3,048	4,063	1,015	33%
DATABASES	462	827	365	79%	2,504	3,902	1,398	56%
HOTSPOTS	58	70	12	21%	385	477	92	24%
TOTAL	5,562	6,486	924	17%	34,168	40,534	6,366	19%
FRANKTON								
ADULT	600	558	-42	-7%	3,707	3,532	-175	-5%
JUVENILE	286	368	82	29%	1,816	2,058	242	13%
Y. A.	107	118	11	10%	677	503	-174	-26%
PERIOD.	35	24	-11	-31%	309	229	-80	-26%
AUDIO	20	21	1	5%	140	193	53	38%
VIDEO	558	596	38	7%	3,975	3,852	-123	-3%
VIDEO GAMES	0	0	0	#DIV/0!	0	0	0	#DIV/0!
OVERDRIVE	227	334	107	47%	1,520	2,028	508	33%
DATABASES	230	414	184	80%	1,250	1,951	701	56%
HOTSPOTS	0	0	0	#DIV/0!	0	3	3	#DIV/0!
TOTAL	2,063	2,433	370	18%	13,394	14,349	955	7%
HAZELBAKER								
ADULT	423	367	-56	-13%	2488	2298	-190	-8%
JUVENILE	276	409	133	48%	1932	2136	204	11%
Y. A.	36	38	2	6%	177	208	31	18%
PERIOD.	56	37	-19	-34%	452	373	-79	-17%
AUDIO	43	26	-17	-40%	236	117	-119	-50%
VIDEO	510	553	43	8%	3902	3639	-263	-7%
VIDEO GAMES	0	3	3	#DIV/0!	0	16	16	#DIV/0!
OVERDRIVE	227	334	107	47%	1519	2028	509	34%
DATABASES	230	414	184	80%	1250	1951	701	56%
HOTSPOTS	0	0	0	#DIV/0!	0	4	4	#DIV/0!
TOTAL	1,801	2,181	380	21%	11,956	12,770	814	7%
SYSTEM								
ADULT	2,501	2,434	-67	-3%	15,623	15,117	-506	-3%
JUVENILE	1,438	1,754	316	22%	8,737	10,582	1,845	21%
Y. A.	278	337	59	21%	1,684	1,757	73	4%
PERIOD.	180	138	-42	-23%	1,395	1,242	-153	-11%
AUDIO	145	105	-40	-28%	822	786	-36	-4%
VIDEO	2,994	3,179	185	6%	19,781	21,479	1,698	9%
VIDEO GAMES	0	93	93	#DIV/0!	0	283	283	#DIV/0!
OVERDRIVE	910	1,335	425	47%	6,087	8,119	2,032	33%
DATABASES	922	1,655	733	80%	5,004	7,804	2,800	56%
HOTSPOTS	58	70	12	21%	385	484	99	26%
TOTAL	9,426	11,100	1,674	18%	59,518	67,653	8,135	14%

Date/Time: Aug. 10. 2023 10:06AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
8399	Memory TX	call leader	P. 1	OK	

Reason for error

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

Agenda

August 14, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville's South Pavilion
- New Business
 - 1. Meeting Room Conflict for September's Meeting
 - 2. Approve 2024 Budget for Publication
 - 3. Patron Behavior Policy
 - 4. Meeting Room Policy
 - 5. Indiana State Library Consortium Resolution for Public Internet Access
- Director's Report
- Public Comment
- Adjournment

Please Publish

Financial Report
North Madison County Public Library System

Report Dates = 07/01/23 to 07/31/23

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 Operating Fund	\$1,010,680.23	\$487,868.11	\$1,516,582.03	\$428,977.14	\$1,666,055.94	\$1,160,154.14
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$1,010,680.23	\$487,868.11	\$1,516,582.03	\$428,977.14	\$1,666,055.94	\$1,160,154.14
2. Special Revenue						
200 Gift	\$56,578.80	\$751.08	\$3,468.30	\$840.00	\$105,038.50	\$158,149.00
201 Rainy Day Fund	\$167,732.62	\$0.00	\$38,800.00	\$0.00	\$0.00	\$128,932.62
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 F'nk Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
227 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
228 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276 St Technology Fund Grant Fund	\$0.00	\$1,377.92	\$8,267.52	\$0.00	\$14,118.68	\$5,851.16
277 F'nk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$225,625.00	\$2,129.00	\$50,535.82	\$840.00	\$119,157.18	\$294,246.36
3. Debt Service						
301 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Capital Projects						
LIRF	\$68,259.99	\$0.00	\$0.00	\$0.00	\$0.00	\$68,259.99
403 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$68,259.99	\$0.00	\$0.00	\$0.00	\$0.00	\$68,259.99
5. Clearing						
800 PLAC	\$65.00	\$65.00	\$195.00	\$0.00	\$130.00	\$0.00
801 Evergreen Indiana	\$8.50	\$37.75	\$48.75	\$0.00	\$40.25	\$0.00
802 Sales Tax	\$11.15	\$0.00	\$11.15	\$0.00	\$8.79	\$8.79
803 Federal Tax Withheld	\$0.00	\$4,127.13	\$30,386.06	\$4,127.13	\$30,386.06	\$0.00
804 FICA	\$0.00	\$2,915.02	\$21,124.18	\$2,915.02	\$21,124.18	\$0.00
805 Medicare	\$0.00	\$681.76	\$4,940.38	\$681.76	\$4,940.38	\$0.00
806 State Tax Withheld	\$0.00	\$1,785.04	\$13,063.86	\$1,785.04	\$13,063.86	\$0.00
807 County Tax Withheld	\$0.00	\$987.09	\$7,165.08	\$987.09	\$7,165.08	\$0.00
808 PERF	\$0.00	\$1,029.81	\$7,671.41	\$1,029.81	\$7,671.41	\$0.00
809 Annuity	\$0.00	\$682.00	\$4,075.00	\$682.00	\$4,075.00	\$0.00
810 Insurance	\$0.00	\$932.98	\$6,385.53	\$932.98	\$6,385.53	\$0.00
811 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
812 AFLAC	\$0.00	\$398.38	\$2,987.85	\$398.38	\$2,987.85	\$0.00
813 Liberty National	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
814 Empower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
815 Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
825 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$84.65	\$13,641.96	\$98,054.25	\$13,539.21	\$97,978.39	\$8.79
nd Total	\$1,304,649.87	\$503,639.07	\$1,665,172.10	\$443,356.35	\$1,883,191.51	\$1,522,669.28

Total all banks = \$1,522,669.28

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

Bank Balances

North Madison County Public Library System

Report as of: 07/31/23

<i>Bank</i>		
1	Star Financial Bank	\$499,754.59
2	Star Financial Bank (2)	\$0.00
3	Community Bank/Summitville	\$0.00
4	First Farmers Bank & Trust	\$1,022,654.69
5	PNC Bank	\$0.00
6	Main Source Bank	\$0.00
7	Petty Cash & Cash Drawer	\$260.00
8	National City Bank (2)	\$0.00
9	First Farmers Bank & Trust (2)	\$0.00
<i>Total all banks =</i>		<u>\$1,522,669.28</u>

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

Receipt Listing

North Madison County Public Library System

Report Date: From 07/01/23 To 07/31/23

Receipt #	Date	Name	Explanation	Bank	Total
252	07/03/23	Desk Receipts	FINES & FEES - RECEIPT #16138	1	\$5.70
253	07/03/23	Desk Receipts	FINES & FEES - RECEIPT #16139	1	\$47.30
254	07/05/23	Desk Receipts	FINES & FEES - RECEIPT #16140	1	\$23.60
255	07/05/23	Desk Receipts-Frankton	FINES & FEES - RECEIPT #16141	1	\$32.65
256	07/06/23	Desk Receipts	FINES & FEES - RECEIPT #16142	1	\$33.30
257	07/05/23	PAYROLL		1	\$6,756.84
258	07/10/23	Desk Receipts	FINES & FEES - RECEIPT #16143	1	\$10.25
259	07/10/23	Desk Receipts	FINES & FEES - RECEIPT #16144	1	\$41.30
260	07/10/23	Desk Receipts	FINES & FEES - RECEIPT #16145	1	\$2.80
261	07/10/23	Desk Receipts-Summitville	FINES & FEES - RECEIPT #16146	1	\$14.00
262	07/11/23	Desk Receipts	FINES & FEES - RECEIPT #16147	1	\$33.10
263	07/11/23	Desk Receipts-Frankton	FINES & FEES - RECEIPT #16148	1	\$17.65
264	07/12/23	Desk Receipts	FINES & FEES - RECEIPT #16149	1	\$8.45
265	07/13/23	Desk Receipts	FINES & FEES - RECEIPT #16150	1	\$30.66
266	07/13/23	Madison Co Treasurer	July 2023 LIT Distribution-Receipt #16151	1	\$22,843.58
267	07/14/23	Desk Receipts	FINES & FEES - RECEIPT #16152	1	\$25.81
268	07/14/23	Desk Receipts-Summitville	FINES & FEES - RECEIPT #16153	1	\$20.40
269	07/17/23	Desk Receipts	FINES & FEES - RECEIPT #16154	1	\$10.90
270	07/19/23	PAYROLL		1	\$6,782.37
271	07/17/23	Desk Receipts	FINES & FEES - RECEIPT #16155	1	\$9.05
272	07/17/23	Bank Transfer	Transfer from Star Financial Bank 1 to FFBT Bank 4	4	\$400,000.00
273	07/18/23	Desk Receipts	FINES & FEES - RECEIPT #16156	1	\$15.80
274	07/18/23	Desk Receipts-Frankton	FINES & FEES - RECEIPT #16157	1	\$24.95
275	07/19/23	Desk Receipts	FINES & FEES - RECEIPT #16158	1	\$13.90
276	07/20/23	Desk Receipts	FINES & FEES - RECEIPT #16159	1	\$10.60
277	07/21/23	Desk Receipts	FINES & FEES - RECEIPT #16160	1	\$39.40
278	07/21/23	Desk Receipts-Summitville	FINES & FEES - RECEIPT #16161	1	\$17.05
279	07/24/23	Desk Receipts	FINES & FEES - RECEIPT #16162	1	\$29.40
280	07/24/23	Desk Receipts	FINES & FEES - RECEIPT #16163	1	\$16.90
281	07/25/23	Desk Receipts	FINES & FEES - RECEIPT #16164	1	\$454.05
282	07/25/23	Desk Receipts-Frankton	FINES & FEES - RECEIPT #16165	1	\$37.70
283	07/26/23	Desk Receipts	FINES & FEES - RECEIPT #16166	1	\$13.20
284	07/28/23	Desk Receipts	FINES & FEES - RECEIPT #16167	1	\$12.30

<i>Receipt #</i>	<i>Date</i>	<i>Name</i>	<i>Explanation</i>	<i>Bank</i>	<i>Total</i>
285	07/28/23	Desk Receipts	FINES & FEES - RECEIPT #16168	1	\$9.37
286	07/28/23	Desk Receipts-Summitville	FINES & FEES - RECEIPT #16169	1	\$25.20
287	07/31/23	Desk Receipts	FINES & FEES - RECEIPT #16170	1	\$35.20
288	07/31/23	First United Methodist Church	Donation for Block Party-Receipt #16171	1	\$420.00
289	07/31/23	Desk Receipts	FINES & FEES - RECEIPT #16172	1	\$13.00
291	07/31/23	Star Financial	July Interest	1	\$1,736.51
292	07/31/23	First Farmers Bank & Trust	July Interest	4	\$3,682.11
Total All Receipts					\$443,356.35

Friday, August 11, 2023

Fiscal Officer

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

Voucher List

North Madison County Public Library System

Report Date: From **07/01/23** To **07/31/23**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total	
	0	356	CENTERPOINT ENERGY	07/05/23	Service for Elwood, Frankton & Summitville	\$86.96
33948		357	CITY OF ELWOOD UTILITIES	07/05/23	Service for Elwood	\$378.03
33949		358	ELWOOD CALL LEADER	07/05/23	1 yr Subscription Elwood	\$109.00
33950		359	HERALD BULLETIN, THE	07/05/23	52 weeks- Summitville	\$395.83
33951		360	HERALD BULLETIN, THE	07/05/23	4 Books of Madison County History	\$83.04
33952		361	KAREN LARIMORE	07/05/23	Travel reimbursement 496 miles @ \$.585 = \$290.16	\$290.16
33953		362	RICOH USA, INC	07/05/23	Copies for Summitville, Frankton	\$227.96
33954		363	ROBY'S, INC.	07/05/23	New garbage disposal in breakroom at Elwood	\$523.00
33955		364	SARAH FOX	07/05/23	Petty Cash	\$43.97
33956		365	STACEY JONES	07/05/23	Petty Cash	\$31.20
33957		366	STAPLES	07/05/23	Cleaning supplies	\$314.69
33958		367	TOWN OF FRANKTON	07/05/23	Service for Frankton	\$460.91
33959		368	NICK HAULTER	07/05/23	Mowing Summitville	\$50.00
	0	369	INDIANA PUBLIC RETIREMENT	07/05/23	PERF Deposit	\$2,436.56
	0	370	EFTPS	07/05/23	Federal Tax Deposit	\$5,645.13
	0	371	NATIONWIDE	07/05/23	Payroll Ending 7/1/23	\$341.00
	0	372	NATIONWIDE	07/05/23	IN Def Comp Matching Plan-Robertson	\$211.45
	0	373	AMAZON BUSINESS	07/05/23	As per attached invoices.	\$3,651.32
	0	374	AT&T	07/10/23	Service for Elwood, Summitville	\$284.69
33960		375	AVC TECHNOLOGY CORPORA	07/10/23	Qrtly support Accounting & Cloud Backup	\$684.00
33961		376	BAKER & TAYLOR	07/10/23	As per attached invoices.	\$3,716.79
33962		377	DEMCO	07/10/23	Book Processing	\$382.98
33963		378	ELWOOD FIRE EQUIPMENT C	07/10/23	Rebuilt 1" Watts 009M2 backflow prevention device: Annual Backflow test, Qtrly Sprinkler Wet/Dry inspection	\$1,035.65
33964		379	ENA SERVICES LLC	07/10/23	VoIP & Internet	\$1,651.46
33965		380	FIBERHAWK	07/10/23	Service for Summitville	\$11.33
33966		381	FRONTIER	07/10/23	Service for Frankton	\$268.75
	0	382	INDIANA MICHIGAN POWER C	07/10/23	Service for Summitville	\$628.65
33967		383	INDIANA STATE LIBRARY	07/10/23	2nd Quarter Evergreen	\$37.75
33968		384	INDIANA STATE LIBRARY	07/10/23	PLAC 2nd Qtr 2023	\$65.00
33969		385	MIDWEST COLLABORATIVE F	07/10/23	Fold 3 , Membership dues	\$1,411.67
33970		386	MIDWEST TAPE	07/10/23	As per attached invoices.	\$810.88
33971		387	NUGENT ELECTRIC INC.	07/10/23	Repair sidewalk light at Summitville	\$262.34
33972		388	TOPS HOME CENTER	07/10/23	As per attached invoices.	\$24.43
33973		389	NICK HAULTER	07/10/23	Lawn care 7/5/23 Summitville	\$50.00
33974		390	ULINE	07/10/23	Packing pouches for plexiglass shields	\$101.45
33975		391	ORIENTAL TRADING COMPAN	07/10/23	Craft supplies-Summitville	\$125.02
	0	392	PAYROLL	07/05/23	PAYROLL	\$23,448.33
33976		393	LIBRARICA LLC	07/10/23	Cassie Renewal/Support	\$974.84
33977		394	DOLLAR GENERAL-REGIONS 4	07/10/23	Summer Reading supplies-Summitville, KIK & TT snacks Elwood	\$90.65
33978		395	INDIANA-AMERICAN WATER C	07/10/23	Service for Summitville	\$32.71
33979		396	RICOH USA, INC	07/10/23	Copies for Elwood	\$234.43
33980		397	VASEY COMMERCIAL, INC.	07/10/23	Direct coupled actuator	\$2,136.38
33981		398	VICTORIA WALSER	07/10/23	Petty Cash	\$37.98
33982		399	NORTH MADISON COUNTY PU	07/19/23	Transfer funds from Star Bank to First Farmers Bank & Trust	\$400,000.00
	0	400	CARDMEMBER SERVICE	07/19/23	As per attached invoices.	\$1,629.16
33983		401	CHERRYROAD MEDIA	07/19/23	Frankton Annual subscription for the Elwood Call-Leader-	\$155.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
33984	402	HARPER'S LAWN CARE	07/19/23	June lawn care-Frankton	\$225.00
0	403	INDIANA MICHIGAN POWER C	07/19/23	Service for Elwood	\$2,066.48
0	404	INDIANA PUBLIC RETIREMENT	07/19/23	PERF Deposit	\$2,437.83
33985	405	SOPHIE GERDES	07/19/23	Refund for payment on lost item	\$11.00
33986	406	MADISON COUNTY HISTORIC	07/19/23	Stephen Jackson "A Tale of the Mills"	\$30.00
33987	407	SARAH FOX	07/19/23	Petty Cash	\$35.92
0	408	EFTPS	07/19/23	Federal Tax Deposit	\$5,675.56
0	409	NATIONWIDE	07/19/23	Payroll Ending	\$341.00
0	410	NATIONWIDE	07/19/23	IN Def Comp Emp Matching Plan-Robertson	\$211.45
0	411	PAYROLL	07/19/23	PAYROLL	\$23,676.92
0	412	UNITED HEALTHCARE	07/19/23	Emp Health Ins 8-1to 8-31	\$10,184.87
0	413	AFLAC	07/19/23	July Withholding	\$398.38
0	414	INDIANA DEPARTMENT OF RE	07/19/23	July Withholdings	\$2,772.13

Total Amount of Claims \$503,639.07

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

Friday, August 11, 2023

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 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$503,639.07

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

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

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 07/01/23 To 07/31/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 Salary of Director	\$73,500.00	\$0.00	\$73,500.00	\$5,616.20	\$42,121.50	\$31,378.50	42.7
1.12 Salary of Assistants	\$598,958.00	\$0.00	\$598,958.00	\$38,821.05	\$280,278.88	\$318,679.12	53.2
1.13 Wages of Janitor	\$40,000.00	\$0.00	\$40,000.00	\$2,688.00	\$19,129.18	\$20,870.82	52.2
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$807.77	\$5,192.23	86.5
1.16 Empl.Share FICA&Medicare	\$52,000.00	\$0.00	\$52,000.00	\$3,596.78	\$26,064.56	\$25,935.44	49.9
1.17 Emp Cont IN Def Comp Matching Plan	\$5,100.00	\$0.00	\$5,100.00	\$422.90	\$3,171.75	\$1,928.25	37.8
1.18 Emp Cont PERF	\$48,000.00	\$0.00	\$48,000.00	\$3,844.58	\$28,639.55	\$19,360.45	40.3
1.19 Emp Cont Group Ins	\$105,000.00	\$0.00	\$105,000.00	\$9,251.89	\$59,134.61	\$45,865.39	43.7
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
Subtotal	\$928,858.00		\$928,858.00	\$64,241.40	\$459,347.80	\$469,510.20	50.5
<i>2. Supplies</i>							
2.1 Office Supplies	\$9,700.00	\$0.00	\$9,700.00	\$563.84	\$4,813.30	\$4,886.70	50.4
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$56.37	\$943.63	94.4
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$164.02	\$1,287.53	\$8,212.47	86.4
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$314.69	\$1,708.27	\$2,291.73	57.3
2.23 Fuel, Oil and Lubricants	\$250.00	\$0.00	\$250.00	\$19.03	\$58.14	\$191.86	76.7
2.24 Bldg. Matl. And Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$366.97	\$133.03	26.6
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
2.31	Book Processing	\$7,000.00	\$0.00	\$7,000.00	\$768.96	\$2,839.30	\$4,160.70	59.4
2.32	Automation	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
Subtotal		\$34,450.00		\$34,450.00	\$1,830.54	\$11,129.88	\$23,320.12	67.7
3.1	Professional Services	\$68,100.00	\$0.00	\$68,100.00	\$4,966.37	\$37,559.28	\$30,540.72	44.8
3.11	Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12	Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$348.00	\$2,152.00	86.1
3.14	Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145	Databases	\$11,650.00	\$0.00	\$11,650.00	\$1,286.67	\$8,876.46	\$2,773.54	23.8
3.146	Ebook Services	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$6,540.84	\$5,459.16	45.5
3.147	Evergreen Membership	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$7,458.00	\$42.00	0.6
3.21	Telephone & Telegraph	\$23,150.00	\$0.00	\$23,150.00	\$838.31	\$9,610.00	\$13,540.00	58.5
3.22	Postage & UPS	\$3,000.00	\$0.00	\$3,000.00	\$4.78	\$796.16	\$2,203.84	73.5
3.23	Traveling Expense	\$3,500.00	\$0.00	\$3,500.00	\$290.16	\$2,702.60	\$797.40	22.8
3.24	Professional Meetings	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$250.00	\$1,750.00	87.5
3.26	Elwood Children's Programming	\$3,000.00	\$0.00	\$3,000.00	\$169.28	\$2,297.40	\$702.60	23.4
3.27	Elwood Adult Programming	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$830.40	\$2,169.60	72.3
3.28	Frankton Programming	\$2,500.00	\$0.00	\$2,500.00	\$56.42	\$1,002.88	\$1,497.12	59.9
3.29	Summitville Programming	\$2,500.00	\$0.00	\$2,500.00	\$133.99	\$1,193.34	\$1,306.66	52.3
3.3	Title Source	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.31	Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$1,121.79	\$78.21	6.5
3.4	Insurance	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$9,171.00	\$15,829.00	63.3
3.41	Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.51	Gas	\$13,000.00	\$0.00	\$13,000.00	\$86.96	\$5,845.45	\$7,154.55	55.0
3.52	Electricity	\$40,000.00	\$0.00	\$40,000.00	\$3,094.19	\$17,856.90	\$22,143.10	55.4
3.53	Water	\$4,000.00	\$0.00	\$4,000.00	\$218.03	\$1,647.76	\$2,352.24	58.8

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	YTD Disbursements	Balance	Percent
3.54	Waste Disposal Services	\$6,000.00	\$0.00	\$6,000.00	\$254.56	\$2,662.65	\$3,337.35	55.6
3.61	Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
3.62	Equipment/Maint.	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.72	Equipment/Rental	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$271.98	\$4,728.02	94.6
3.8	Dues	\$2,700.00	\$0.00	\$2,700.00	\$125.00	\$310.00	\$2,390.00	88.5
3.81	Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$47.43	\$452.57	90.5
3.82	Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9	Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal		\$261,300.00		\$261,300.00	\$11,524.72	\$118,400.32	\$142,899.68	54.7
4.1	Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2	Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$636.98	\$1,113.94	\$3,886.06	77.7
4.21	Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$1,734.66	\$16,416.87	\$3,583.13	17.9
4.31	Elwood Adult	\$20,000.00	\$0.00	\$20,000.00	\$1,429.50	\$8,634.28	\$11,365.72	56.8
4.32	Elwood Childrens	\$12,000.00	\$0.00	\$12,000.00	\$580.24	\$4,470.05	\$7,529.95	62.7
4.33	Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$207.17	\$1,976.44	\$3,523.56	64.1
4.34	Frankton	\$14,500.00	\$0.00	\$14,500.00	\$876.06	\$5,530.81	\$8,969.19	61.9
4.35	Summitville	\$12,500.00	\$0.00	\$12,500.00	\$979.79	\$5,048.47	\$7,451.53	59.6
4.4	Elwood Period. & News.	\$5,000.00	\$0.00	\$5,000.00	\$109.00	\$900.66	\$4,099.34	82.0
4.41	Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$155.00	\$155.00	\$1,845.00	92.3
4.42	Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$395.83	\$395.83	\$1,104.17	73.6
4.51	Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$998.17	\$8,712.54	\$16,287.46	65.1
4.52	Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$484.11	\$3,973.01	\$5,026.99	55.9
4.53	Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$502.10	\$4,008.23	\$3,991.77	49.9
4.54	Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$1,182.84	\$2,810.52	\$5,189.48	64.9
Subtotal		\$151,000.00		\$151,000.00	\$10,271.45	\$64,146.65	\$86,853.35	57.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
Grand Total	\$1,375,608.00	\$0.00	\$1,375,608.00	\$87,868.11	\$653,024.65	\$722,583.35	52.5

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

Agenda

September 11, 2023

North Madison County Public Library System
Board of Trustees

Frankton Community Library

2024 Budget Hearing
4:30 P.M.
Agenda

Call to Order
Call for Quorum
Presentation of Budget Estimates and Tax Levies for the 2024 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
 1. Summitville's South Pavilion
New Business
 1. Leave without Pay
 2. Replacement Benches at Elwood
Director's Report
Public Comment
Adjournment
Building Committee to meet directly after the regular meeting

North Madison County Public Library System
Board of Trustees
Public Budget Hearing
September 11, 2023
4:30 pm
Director's Agenda

Call to Order

Call for Quorum

Presentation of Budget Estimates and Tax Levies for the 2024 Budget

Director states:

The following budget estimates and tax levies were publicized on the Indiana Gateway on Budget Notices for Local Government website, www.budgetnotices.in.gov, for the purpose of notifying taxpayers of North Madison County Public Library System, that officers of said library would conduct a public hearing at the library in Frankton on the 2024 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 9, 2023 at 4:30 p.m. to adopt the following budget.

The 2023 pay 2024 Certified Net Assessed Valuation estimate is \$ 682,696,692
Net Assessed Valuation is the value of all taxable real and personal property in an area after deductions and exemptions which would be the five northern Madison County townships we serve. Last year's reported NAV was \$628,852,684.

The Library Operating Fund Budget estimate is \$1,425,000. The maximum estimate funds to be raised are \$1,074,166 with a property tax cap credit estimate of \$167,800 and current tax levy of \$1,032,077.

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

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

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

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

The total maximum estimated funds to be raised are \$1,074,166 minus the property tax cap credit.

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

Public Comment

Adjourn

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Public Budget Hearing
September 11, 2023
4:30 pm
Frankton Community Library

CALL TO ORDER

President Glenn Eddleman called the 2024 budget hearing of the North Madison County Public Library System Board of Trustees to order at 4:30 pm on September 11, 2023 at the Frankton Community Library.

CALL FOR QUORUM

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

PRESENTATION OF BUDGET ESTIMATES AND TAX LEVIES FOR THE 2024 BUDGET

The following budget estimates and tax levies were publicized on the Indiana Gateway for Budget Notices for Local Government website, www.budgetnotices.in.gov, for the purpose of notifying taxpayers of North Madison County Public Library System, that officers of said library would conduct a public hearing at the library in Frankton on the 2024 budget at 4:30 p.m. on September 11, 2023.

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 9th, 2023 at 4:30 p.m. to adopt the following budget.

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The Library Operating Fund Budget estimate is \$1,425,000. The maximum estimated funds to be raised are \$1,074,166 with a property tax cap credit estimate of \$167,800 and current tax levy of \$1,032,077.

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

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

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

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

The total maximum estimated funds to be raised are \$1,074,166 minus the property tax cap credit.

Public comment was sought, none was forthcoming.

President Eddleman closed the meeting by consent.

Kathy Small, Secretary
Secretary, Kathy Small

Michael Brock

Kenny Smith

Glenn Eddleman

Lisa Atchley

Larson a Watson

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Frankton Community Library
Regular Meeting
September 11, 2023
Immediately following Public Budget Hearing

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on September 11, 2023 at the Frankton Community L.

CALL FOR QUORUM

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

CONSENT AGENDA

Kenny Giselbach 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

Summitville South Pavilion

The concrete floor was poured. The posts are up. We are waiting on truss delivery, hopefully this week.

NEW BUSINESS

Leave Without Pay

According to our Personnel Policy, the Board must approve any leave without pay over 30 days. Director Scott has already approved 30 days of leave without pay for an employee caring for an ill family member. This employee is in the process of moving their family member to an assisted living facility and would like to petition the Board for additional leave without pay as needed for the remainder of 2023. Janet Stover moved to grant leave without pay through 2023 for said employee. Larry Watson seconded and the motion carried.

Replacement Benches at Elwood

Director Scott would like the Board's consideration in replacing the benches that were removed in disrepair at the Elwood Public Library. Director Scott has received several requests to replace them. The Board discussed different materials and styles of benches and what would be most useful and cost effective. Director Scott will continue to look at different options.

Directors Report

We have upgraded our Broadband from 100 mbps to 2GB at Elwood. Frankton and Summitville have upgraded from 50 mbps to 500 mbps. This has dropped our monthly bill from \$1377.00 to \$918.00 per month. David Baney has checked out the cement and guttering at Elwood. He doesn't feel the cement is an issue since it is still level. He is going to send a quote for pop ups from the down spouts to move the water away. Our ramp is also too steep. The Art Show showcased Pat Dickey this year and held an open house. Pat donated a sketch of Calloway's to Sarah Huffman who donated it to the library. The Block Party at Summitville was successful last weekend. Director Scott and Sarah Fox had a booth with a Breakout Box, Snap Circuits, Caterpillar and the Prize Wheel. They gave away free books.

Public Comment

There was no public comment.

Adjournment

President Eddleman adjourned the meeting by consent.

Janet Stever
Mike Borkert
Glenn Eddleman

Kathy Small, Secretary
Kathy Small, Secretary
Kenny Smith
Lisa Atchley

Register Of Claims

North Madison County Public Library System

Report Date: From **08/01/23** To **08/31/23**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	435	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	08/02/23	Empl Cont IN Def Comp-Robertson
				Total this claim =	\$211.45		
0	469	AMAZON BUSINESS	Operating Fund	Elwood AV	\$980.17	08/14/23	As per attached invoices.
			Operating Fund	Frankton AV	\$457.65		
			Operating Fund	Summitville AV	\$457.65		
			Operating Fund	Elwood Adult Programing	\$89.70		
			Operating Fund	Technology Equipment	\$57.89		
			Operating Fund	Furniture & Equipment	\$274.00		
			Operating Fund	Operating Supplies	\$21.98		
				Total this claim =	\$2,339.04		
0	468	CARDMEMBER SERVICE	Operating Fund	Telephone & Telegraph	\$1,200.00	08/14/23	As per attached invoices.
			Gift	Elwood Adult Programing	\$120.00		
			Operating Fund	Elwood Adult	\$56.99		
			Operating Fund	Techology Software	\$79.85		
			Operating Fund	Operating Supplies	\$265.32		
			Gift	Other	\$100.00		
			Operating Fund	Paint and painting supplies	\$40.39		
			Gift	Elwood Children's Programing	\$111.71		
			Gift	Elwood Children's Programing	\$89.15		
			Operating Fund	Fuel, Oil and Lubricants	\$20.42		
				Total this claim =	\$2,083.83		
0	465	NATIONWIDE	Annuity	Payroll Deductions	\$341.00	08/16/23	Payroll Ending 8/12/23
				Total this claim =	\$341.00		
0	438	AUTO-OWNERS INSURANCE	Operating Fund	Insurance	\$17,690.00	08/09/23	Tailored Protection
				Total this claim =	\$17,690.00		
0	463	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$515.04	08/16/23	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,922.79		
				Total this claim =	\$2,437.83		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	429	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$514.87 \$1,922.14	08/02/23	PERF Deposit
				Total this claim =	\$2,437.01		
0	470	CENTERPOINT ENERGY	Operating Fund Operating Fund Operating Fund	Gas Gas Gas	\$18.75 \$23.38 \$21.07	08/30/23	Service for Frankton, Elwood
				Total this claim =	\$63.20		
0	434	NATIONWIDE	Annuity	Payroll Deductions	\$341.00	08/02/23	Payroll Ending 7/29/23
				Total this claim =	\$341.00		
0	466	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	08/16/23	IN Def Comp Empl Matching Plan- Robertson
				Total this claim =	\$211.45		
0	436	PAYROLL	Operating Fund Operating Fund Operating Fund	Salary of Director Salary of Assistants Wages of Janitor	\$2,808.10 \$19,521.84 \$1,338.23	08/02/23	PAYROLL
				Total this claim =	\$23,668.17		
0	492	AMAZON BUSINESS	Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund	Elwood AV Frankton AV Summitville AV Technology Equipment Elwood Adult Elwood Childrens Elwood YA Frankton Summitville	\$589.20 \$79.23 \$79.23 \$0.00 \$77.08 \$0.00 \$0.00 \$42.97 \$0.00	08/30/23	As per attached invoices.
				Total this claim =	\$867.71		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	437	AMAZON BUSINESS	Operating Fund	Elwood AV	\$764.38	08/02/23	As per attached invoices.
			Operating Fund	Frankton AV	\$320.36		
			Operating Fund	Summitville AV	\$320.36		
			Operating Fund	Technology Equipment	\$514.51		
			Operating Fund	Elwood Aduit	\$27.98		
			Operating Fund	Frankton	\$61.97		
			Operating Fund	Summitville	\$8.59		
			Operating Fund	Furniture & Equipment	\$199.98		
			Operating Fund	Elwood Children's Programing	\$32.51		
			Operating Fund	Frankton Programing	\$43.40		
				Total this claim =	\$2,294.04		
0	415	CENTERPOINT ENERGY	Operating Fund	Gas	\$17.98	08/02/23	Service for Elwood, Frankton,
			Operating Fund	Gas	\$24.09		
			Operating Fund	Gas	\$20.27		
				Total this claim =	\$62.34		
0	449	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$677.10	08/14/23	Service for Summitville, Elwood
			Operating Fund	Electricity	\$2,040.78		
			Operating Fund	Electricity	\$16.42		
				Total this claim =	\$2,734.30		
0	439	AT&T	Operating Fund	Telephone & Telegraph	\$203.00	08/14/23	Service for Elwood, Summitville
			Operating Fund	Telephone & Telegraph	\$86.71		
				Total this claim =	\$289.71		
0	430	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,060.07	08/02/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,464.05		
			Medicare	Empl.Share FICA&Medicare	\$342.40		
			Operating Fund	Empl.Share FICA&Medicare	\$1,464.05		
			Operating Fund	Empl.Share FICA&Medicare	\$342.40		
				Total this claim =	\$5,672.97		

<i>Warrant Number</i>	<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	484	EFTPS	Federal Tax Withheld	Empl. Share FICA&Medicare	\$2,042.86	08/30/23	Federal Tax Deposit
			FICA	Empl. Share FICA&Medicare	\$1,434.14		
			Medicare	Empl. Share FICA&Medicare	\$335.41		
			Operating Fund	Empl. Share FICA&Medicare	\$1,434.14		
			Operating Fund	Empl. Share FICA&Medicare	\$335.41		
				Total this claim =	<u>\$5,581.96</u>		
0	491	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$2,676.53	08/30/23	August Withholdings
			County Tax Withheld	Payroll Deductions	\$1,483.11		
				Total this claim =	<u>\$4,159.64</u>		
0	490	AFLAC	AFLAC	Payroll Deductions	\$597.57	08/30/23	Withholding for August
				Total this claim =	<u>\$597.57</u>		
0	489	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$8,785.40	08/30/23	Employee Health Insurance 9-1 to 9-30
			Insurance	Payroll Deductions	\$1,399.47		
				Total this claim =	<u>\$10,184.87</u>		
0	488	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	08/30/23	PAYROLL
			Operating Fund	Salary of Assistants	\$19,033.72		
			Operating Fund	Wages of Janitor	\$1,344.00		
				Total this claim =	<u>\$23,185.82</u>		
0	464	EFTPS	Federal Tax Withheld	Empl. Share FICA&Medicare	\$2,075.13	08/16/23	Federal Tax Deposit
			FICA	Empl. Share FICA&Medicare	\$1,472.33		
			Medicare	Empl. Share FICA&Medicare	\$344.34		
			Operating Fund	Empl. Share FICA&Medicare	\$1,472.33		
			Operating Fund	Empl. Share FICA&Medicare	\$344.34		
				Total this claim =	<u>\$5,708.47</u>		
0	485	NATIONWIDE	Annuity	Payroll Deductions	\$341.00	08/30/23	Payroll Ending 8/26/23
				Total this claim =	<u>\$341.00</u>		
0	423	PURCHASE POWER	Operating Fund	Postage & UPS	\$620.99	08/02/23	Postage
				Total this claim =	<u>\$620.99</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	483	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$515.04 \$1,922.79	08/30/23	PERF Deposit
				Total this claim =	<u>\$2,437.83</u>		
0	482	PAYROLL	Operating Fund Operating Fund Operating Fund	Salary of Director Salary of Assistants Wages of Janitor	\$2,808.10 \$19,659.97 \$1,333.50	08/16/23	PAYROLL
				Total this claim =	<u>\$23,801.57</u>		
0	419	LIBERTY MUTUAL INSURANCE	Operating Fund	Insurance	\$783.00	08/02/23	Business Auto Insurance
				Total this claim =	<u>\$783.00</u>		
0	486	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	08/30/23	IN Def Comp Empl Matching Plan- Robertson
				Total this claim =	<u>\$211.45</u>		
0	422	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$135.99	08/02/23	Postage meter lease
				Total this claim =	<u>\$135.99</u>		
33988	416	CITY OF ELWOOD	Operating Fund Operating Fund	Water Waste Disposal Services	\$150.87 \$271.00	08/02/23	Service for Elwood
				Total this claim =	<u>\$421.87</u>		
33989	417	GRAYBAR ELECTRIC CO, INC.	Operating Fund	Technology Equipment	\$370.54	08/02/23	Speco 4MP Intesifier IP Bullet camera
				Total this claim =	<u>\$370.54</u>		
33990	418	INDIANA JIMS REPTILE EXPER	Operating Fund	Elwood Children's Programing	\$275.00	08/02/23	Live reptile program 7/22/2023
				Total this claim =	<u>\$275.00</u>		
33991	420	MIDWEST COLLABORATIVE F	Operating Fund	Databases	\$2,661.27	08/02/23	Newspapers.com, Ancestry Library Edition
				Total this claim =	<u>\$2,661.27</u>		
33992	421	NICK HAULTER	Operating Fund	Professional Services	\$100.00	08/02/23	Lawn care - Summitville 7/12/23, 7/25/23
				Total this claim =	<u>\$100.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33993	424	RICOH USA, INC	Operating Fund Operating Fund	Office Supplies Office Supplies	\$120.51 \$30.35	08/02/23	Copies for Frankton, Summitville
				Total this claim =	<u>\$150.86</u>		
33994	425	STAPLES	Operating Fund Operating Fund Operating Fund Operating Fund	Book Processing Cleaning & Sanitation Supplies Office Supplies Furniture & Equipment	\$42.36 \$126.01 \$239.27 \$179.81	08/02/23	As per attached invoices.
				Total this claim =	<u>\$587.45</u>		
33995	426	TOWN OF FRANKTON	Operating Fund Operating Fund Operating Fund	Electricity Water Waste Disposal Services	\$466.55 \$66.14 \$61.49	08/02/23	Service for Frankton
				Total this claim =	<u>\$594.18</u>		
33996	427	TOWN OF SUMMITVILLE	Operating Fund Operating Fund Operating Fund	Waste Disposal Services Waste Disposal Services Waste Disposal Services	\$53.74 \$14.79 \$5.00	08/02/23	Service for Summitville
				Total this claim =	<u>\$73.53</u>		
33997	428	REDBEARD CUSTOM PICTUR	Operating Fund	Professional Services	\$729.72	08/02/23	1 Refit for photography, 5 Crim paintings framed, 1 map framed
				Total this claim =	<u>\$729.72</u>		
33998	431	FRONTIER	Operating Fund	Telephone & Telegraph	\$268.74	08/02/23	Service for Frankton
				Total this claim =	<u>\$268.74</u>		
33999	432	KAREN LARIMORE	Operating Fund	Traveling Expense	\$258.57	08/02/23	Travel 442 miles @\$.585 = \$258.57
				Total this claim =	<u>\$258.57</u>		
34000	433	SARAH FOX	Gift	Summitville Programing	\$47.79	08/02/23	Petty Cash
				Total this claim =	<u>\$47.79</u>		
34001	440	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$96.00	08/14/23	Pest control for Elwood
				Total this claim =	<u>\$96.00</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>
34002	441	BREAKOUT, INC	Operating Fund	Professional Services	<u>\$99.00</u>	08/14/23	Annual access
				Total this claim =	\$99.00		
34003	442	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,226.71	08/14/23	As per attached invoices.
			Operating Fund	Elwood Childrens	\$478.27		
			Operating Fund	Elwood YA	\$233.53		
			Operating Fund	Frankton	\$951.80		
			Operating Fund	Summitville	\$401.19		
			Gift	Elwood Adult	\$14.21		
				Total this claim =	\$3,305.71		
34004	443	DEMCO	Operating Fund	Book Processing	<u>\$73.25</u>	08/14/23	Benefit Denial Cases
				Total this claim =	\$73.25		
34005	444	DOLLAR GENERAL-REGIONS 4	Operating Fund	Frankton Programing	\$154.53	08/14/23	As per attached invoices.
			Gift	Elwood Children's Programing	\$60.75		
			Gift	Summitville Programing	\$48.35		
				Total this claim =	\$263.63		
34006	445	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	<u>\$251.00</u>	08/14/23	VoIP and Internet
				Total this claim =	\$251.00		
34007	446	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$36.13	08/14/23	Backup Internet for Summitville and
			Operating Fund	Telephone & Telegraph	\$10.00		Frankton
				Total this claim =	\$46.13		
34008	447	HENSLEY'S TREE SERVICE	Operating Fund	Professional Services	<u>\$800.00</u>	08/14/23	Tree Removal and Stump Grind
				Total this claim =	\$800.00		
34009	448	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	<u>\$200.00</u>	08/14/23	Summitville employment ad
				Total this claim =	\$200.00		
34010	450	INDIANA-AMERICAN WATER C	Operating Fund	Water	<u>\$31.68</u>	08/14/23	Service for Summitville
				Total this claim =	\$31.68		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
34011	451	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	<u>\$93.00</u>	08/14/23	Trash removal - Frankton
				Total this claim =	\$93.00		
34012	452	MICHAEL ROBERTSON	Operating Fund	Professional Services	\$70.19	08/14/23	Reimbursement for Lorens Service for Edger repair: Travel reimbursement 350 miles @\$.585 = \$204.75.
			Operating Fund	Traveling Expense	\$204.75		
				Total this claim =	\$274.94		
34013	453	MIDWEST TAPE	Operating Fund	Frankton AV	\$124.97	08/14/23	As per attached invoices.
			Operating Fund	Elwood AV	\$223.95		
			Operating Fund	Summitville AV	\$167.96		
			Operating Fund	Book Processing	<u>\$498.96</u>		
				Total this claim =	\$1,015.84		
34014	454	NICK HAULTER	Operating Fund	Professional Services	<u>\$100.00</u>	08/14/23	Lawn care Summitville
				Total this claim =	\$100.00		
34015	455	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	<u>\$30.00</u>	08/14/23	Stephen Jackson 9/5
				Total this claim =	\$30.00		
34016	456	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	<u>\$235.49</u>	08/14/23	Replace outside receptacles at Elwood
				Total this claim =	\$235.49		
34017	457	PSI PLASTIC GRAPHICS	Operating Fund	Operating Supplies	<u>\$308.00</u>	08/14/23	card/keytag combo #20419100454330
				Total this claim =	\$308.00		
34018	458	RICOH USA, INC	Operating Fund	Office Supplies	<u>\$143.71</u>	08/14/23	Copies for Elwood
				Total this claim =	\$143.71		
34019	459	TOPS HOME CENTER	Operating Fund	Operating Supplies	<u>\$20.34</u>	08/14/23	As per attached invoices.
				Total this claim =	\$20.34		
34020	460	VICTORIA WALSER	Gift	Professional Services	<u>\$25.00</u>	08/14/23	Petty Cash
				Total this claim =	\$25.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
34021	461	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$4,441.36	08/14/23	Replace actuators per quote 24258 & repairs Elwood
				Total this claim =	<u>\$4,441.36</u>		
34022	462	HERALD BULLETIN, THE	Operating Fund	Summitville	\$68.10	08/14/23	3 Books of Madison County History for Summitville
				Total this claim =	<u>\$68.10</u>		
34023	467	STACEY JONES	Operating Fund	Frankton Programing	\$33.75	08/16/23	Petty cash
				Total this claim =	<u>\$33.75</u>		
34024	471	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	08/30/23	Service for Elwood
			Operating Fund	Waste Disposal Services	\$194.28		
				Total this claim =	<u>\$345.15</u>		
34025	472	DISCOUNT PAPER PRODUCTS	Operating Fund	Office Supplies	\$74.50	08/30/23	1 case receipt printer tape
				Total this claim =	<u>\$74.50</u>		
34026	473	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$225.00	08/30/23	Lawn care for Frankton
				Total this claim =	<u>\$225.00</u>		
34027	474	NICK HAULTER	Operating Fund	Professional Services	\$100.00	08/30/23	Lawn care for Summitville
				Total this claim =	<u>\$100.00</u>		
34028	475	RICOH USA, INC	Operating Fund	Office Supplies	\$31.13	08/30/23	Copies for Frankton, Summitville
			Operating Fund	Office Supplies	\$122.23		
				Total this claim =	<u>\$153.36</u>		
34029	476	SARAH FOX	Operating Fund	Summitville Programing	\$19.67	08/30/23	Petty Cash
				Total this claim =	<u>\$19.67</u>		
34030	477	STAPLES	Operating Fund	Office Supplies	\$8.97	08/30/23	Cleaning Supplies
			Operating Fund	Cleaning & Sanitation Supplies	\$119.85		
				Total this claim =	<u>\$128.82</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
34031	478	TOWN OF FRANKTON	Operating Fund	Electricity	\$565.43	08/30/23	Service for Frankton
			Operating Fund	Water	\$62.71		
			Operating Fund	Waste Disposal Services	\$57.69		
			Total this claim =		\$685.83		
34032	479	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	08/30/23	Service for Summitville
			Operating Fund	Waste Disposal Services	\$5.00		
			Operating Fund	Waste Disposal Services	\$14.79		
			Total this claim =		\$73.53		
34033	480	VICTORIA WALSER	Operating Fund	Elwood Adult Programing	\$50.00	08/30/23	Petty Cash
				Total this claim =			
34034	481	WORLD TRADE PRESS	Operating Fund	Databases	\$175.00	08/30/23	A to Z World Food renewal
				Total this claim =			
34035	487	ODP BUSINESS SOLUTIONS, L	Operating Fund	Office Supplies	\$153.60	08/30/23	Copy paper-Elwood
				Total this claim =			

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$162,175.12

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

Monday, September 11, 2023

Kenneth Mickelthorn
Fiscal Officer

ALLOWANCE OF VOUCHERS

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

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 11 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$162,175.12

Date this 11th day of September, 2023.

<u><i>Lamaran A. Watson</i></u>	<u><i>Janet Stover</i></u>	
<u><i>D. Lynn Eddleman</i></u>		
<u><i>Kenny Mickelthorn</i></u>		

SIGNATURES OF GOVERNING BOARD

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

* * * Communication Result Report (Sep. 7. 2023 1:55PM) * * *

1)
2)

Date/Time: Sep. 7. 2023 1:52PM

File	No. Mode	Destination	Pg(s)	Result	Page Not Sent
8622	Memory TX	Summitville FAX	P. 1	OK	

Reason for error

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

Agenda

September 11, 2023

North Madison County Public Library System
Board of Trustees

Frankton Community Library

2024 Budget Hearing
4:30 P.M.
Agenda

- Call to Order
- Call for Quorum
- Presentation of Budget Estimates and Tax Levies for the 2024 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
 - 1. Summitville's South Pavilion
- New Business
 - 1. Leave without Pay
 - 2. Replacement Benches at Elwood
- Director's Report
- Public Comment
- Adjournment

Date/Time: Sep. 7. 2023 1:52PM

File No. Mode	Destination	Pg (s)	Result	Page Not Sent
8621 Memory TX	call leader	P. 1	OK	

Reason for error

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

Agenda

September 11, 2023

North Madison County Public Library System
Board of Trustees

Frankton Community Library

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4:30 P.M.
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1. Leave without Pay
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Director's Report
Public Comment
Adjournment

PLEASE
PUBLISH

Date/Time: Sep. 7. 2023 1:52PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
8620 Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

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

Agenda

September 11, 2023

North Madison County Public Library System
Board of Trustees

Frankton Community Library

2024 Budget Hearing
4:30 P.M.
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PLEASE
PUBLISH

* * * Communication Result Report (Sep. 7. 2023 1:53PM) * * *

1)
2)

Date/Time: Sep. 7. 2023 1:53PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
8623	Memory TX	Frankton FAX	P. 1	OK	

Reason for error

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

Agenda

September 11, 2023

North Madison County Public Library System
Board of Trustees

Frankton Community Library

2024 Budget Hearing
4:30 P.M.
Agenda

Call to Order
Call for Quorum
Presentation of Budget Estimates and Tax Levies for the 2024 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
1. Summitville's South Pavilion
New Business
1. Leave without Pay
2. Replacement Benches at Elwood
Director's Report
Public Comment
Adjournment

Agenda

October 9, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville's South Pavilion

New Business

1. Adopt 2024 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. Patron Behavior Policy and Public Access Computer Policy

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
October 9, 2023
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 9, 2023 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

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. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

Summitville's South Pavilion

The roof is on and shingled. The brick work on the pillars and the soffits should begin this week.

NEW BUSINESS

Adopt 2024 Budget

The 2024 budget was read and a motion to adopt the following budget was made by Lisa Hobbs. Library Operating Fund Budget; \$1,425,000: Rainy Day Budget; \$50,000: Library Improvement Reserve Fund; \$50,000. Kathy Small made a second. The motion carried.

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

Mike Bomholt made a motion to transfer \$10,000.00 into the Library Improvement Reserve Fund. Janet Stover 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. Janet Stover 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. Kathy Small made a motion to reduce LIRF appropriations to \$12,889.00 to fund the 2024 LIRF budget. Lisa Hobbs made a second. The motion carried.

Nominating Committee

Mike Bomholt volunteered to be on the nominating committee.

Patron Behavior Policy and Public Access Computer Policy

The Patron Behavior was reviewed. Director Scott would like to add *Any violations of the Public Access Computer Policy that are not illegal*. Kathy Small moved to accept these changes. Lisa Hobbs seconded and the motion passed. The Public Access Computer Policy was reviewed. Director Scott would like to make the following changes:

ADD: Management may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.

REMOVE: All persons residing in or owning property in the townships we serve will be required to hold a current NMCPLS library card to access the library's computers.

REMOVE: After 30 days, the patron will be required to provide documentation to obtain a resident card.

REMOVE: Misuse of the Library's computers or any violation of this or the Computer Use Policy will be subject to the Patron Behavior Policy.

ADD: 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.

Lisa Hobbs moved to accept the changes to the Public Access Computer Policy. Kathy Small seconded and the motion carried.

Director's Report

Youth Services held Bluey Day at the library and had 133 in attendance. Mike Bomholt asked about raising attendance for the Mystery Book Club. We have not received an Evergreen shipment since the end of August. The Indiana State Library is working with NOW courier to get things caught up.


Public Comment

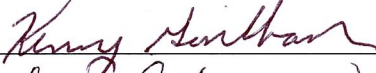

There was no public comment.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.


Kathy Small, Secretary


Glenn Eddleman
Lawrence Watson

Register Of Claims

North Madison County Public Library System

Report Date: From **09/01/23** To **09/30/23**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	519	AMAZON BUSINESS	Operating Fund	Elwood AV	\$506.04	09/11/23	As per attached invoices.
			Operating Fund	Frankton AV	\$137.04		
			Operating Fund	Summitville AV	\$157.04		
			Operating Fund	Technology Equipment	\$15.99		
			Gift	Elwood Children's Programing	\$134.86		
			Operating Fund	Bldg. & Structure/Maint.	\$15.83		
			Operating Fund	Summitville Programing	\$6.99		
			Total this claim =				
0	504	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,263.44	09/11/23	Service for Summitville, Elwood
			Operating Fund	Electricity	\$640.61		
			Total this claim =				
0	515	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$515.04	09/13/23	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,922.79		
			Total this claim =				
0	516	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,026.87	09/13/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,430.47		
			Medicare	Empl.Share FICA&Medicare	\$334.55		
			Operating Fund	Empl.Share FICA&Medicare	\$1,430.47		
			Operating Fund	Empl.Share FICA&Medicare	\$334.55		
			Total this claim =				
0	493	AT&T	Operating Fund	Telephone & Telegraph	\$201.83	09/11/23	Service for Elwood, Summitville
			Operating Fund	Telephone & Telegraph	\$84.36		
			Total this claim =				
0	517	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	09/13/23	PAYROLL
			Operating Fund	Salary of Assistants	\$18,974.36		
			Operating Fund	Wages of Janitor	\$1,344.00		
			Total this claim =				

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	543	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	<u>\$117.59</u>	09/27/23	3rd Qtr SUTA
				Total this claim =	\$117.59		
0	520	NATIONWIDE	Annuity	Payroll Deductions	<u>\$341.00</u>	09/11/23	Payroll Ending 9/9
				Total this claim =	\$341.00		
0	521	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	09/11/23	IN Def Comp Empl Matching Plan-Robertson
				Total this claim =	\$211.45		
0	524	CARDMEMBER SERVICE	Gift	Elwood Children's Programing	\$100.25	09/27/23	As per attached invoices.
			Operating Fund	Operating Supplies	\$16.00		
			Operating Fund	Cleaning & Sanitation Supplies	\$35.76		
			Operating Fund	Techology Software	\$119.40		
			Operating Fund	Summitville Programing	\$50.94		
			Operating Fund	Elwood Children's Programing	\$33.39		
			Operating Fund	Elwood Adult Programing	\$124.40		
			Operating Fund	Repair Parts/Maintenance	<u>\$134.40</u>		
				Total this claim =	\$614.54		
0	536	NATIONWIDE	Annuity	Payroll Deductions	<u>\$341.00</u>	09/27/23	Payroll Ending 9/23
				Total this claim =	\$341.00		
0	542	AMAZON BUSINESS	Operating Fund	Elwood AV	\$567.14	09/27/23	As per attached invoices.
			Operating Fund	Frankton AV	\$279.71		
			Operating Fund	Summitville AV	\$279.71		
			Operating Fund	Technology Equipment	\$0.00		
			Operating Fund	Elwood Adult	\$0.00		
			Operating Fund	Elwood Childrens	\$0.00		
			Operating Fund	Elwood YA	\$0.00		
			Operating Fund	Frankton	\$0.00		
			Operating Fund	Summitville	<u>\$0.00</u>		
				Total this claim =	\$1,126.56		
0	533	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$515.04	09/27/23	PERF Deposit
			Operating Fund	Emp Cont PERF	<u>\$1,922.79</u>		
				Total this claim =	\$2,437.83		

<i>Warrant Number</i>	<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	541	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	09/27/23	PAYROLL
			Operating Fund	Salary of Assistants	\$18,891.97		
			Operating Fund	Wages of Janitor	\$1,344.00		
				Total this claim =	<u>\$23,044.07</u>		
0	540	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,753.75	09/27/23	September Withholdings
			County Tax Withheld	Payroll Deductions	\$969.04		
				Total this claim =	<u>\$2,722.79</u>		
0	539	AFLAC	AFLAC	Payroll Deductions	\$398.38	09/27/23	September Withholding
				Total this claim =	<u>\$398.38</u>		
0	537	NATIONWIDE	Operating Fund	Emp Cont Group Ins	\$211.45	09/27/23	IN Def Comp Emp Matching Plan-Robertson
				Total this claim =	<u>\$211.45</u>		
0	535	CENTERPOINT ENERGY	Operating Fund	Gas	\$19.42	09/27/23	Service for Elwood, Frankton,
			Operating Fund	Gas	\$23.03		
			Operating Fund	Gas	\$20.08		
				Total this claim =	<u>\$62.53</u>		
0	534	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,045.29	09/27/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,425.35		
			Medicare	Empl.Share FICA&Medicare	\$333.35		
			Operating Fund	Empl.Share FICA&Medicare	\$1,425.35		
			Operating Fund	Empl.Share FICA&Medicare	\$333.35		
				Total this claim =	<u>\$5,562.69</u>		
0	538	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$9,251.89	09/27/23	Emp health insurance 10/1-10/31
			Insurance	Payroll Deductions	\$932.98		
				Total this claim =	<u>\$10,184.87</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>
34036	494	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,057.90	09/11/23	As per attached invoices.
			Operating Fund	Elwood Childrens	\$562.43		
			Operating Fund	Elwood YA	\$307.97		
			Operating Fund	Frankton	\$667.74		
			Operating Fund	Summitville	\$555.32		
				Total this claim =	<u>\$3,151.36</u>		
34037	495	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$96.00	09/11/23	Pest control at Frankton & Summitville
			Operating Fund	Professional Services	\$96.00		
				Total this claim =	<u>\$192.00</u>		
34038	496	BRANDY COLLYEAR	Operating Fund	Technology Equipment	\$80.00	09/11/23	Reimbursement for returned hotspot
				Total this claim =	<u>\$80.00</u>		
34039	497	CHERRYROAD MEDIA	Operating Fund	Advertising & Public Notices	\$48.00	09/11/23	Ad for part time clerk @ Summitville
				Total this claim =	<u>\$48.00</u>		
34040	498	DEMCO	Operating Fund	Book Processing	\$379.30	09/11/23	Benefit Denial DVD cases
				Total this claim =	<u>\$379.30</u>		
34041	499	DOLLAR GENERAL-REGIONS 4	Operating Fund	Office Supplies	\$11.25	09/11/23	Packing tape
				Total this claim =	<u>\$11.25</u>		
34042	500	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$918.08	09/11/23	VoIP and Internet
			Operating Fund	Telephone & Telegraph	\$299.74		
				Total this claim =	<u>\$1,217.82</u>		
34043	501	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$10.00	09/11/23	Back up Internet for Frankton and Summitville
			Operating Fund	Telephone & Telegraph	\$20.00		
				Total this claim =	<u>\$30.00</u>		
34044	502	FRANKTON JR/SR HIGH SCHO	Gift	Advertising & Public Notices	\$100.00	09/11/23	1/4 page ad for FHS yearbook
				Total this claim =	<u>\$100.00</u>		
34045	503	FRONTIER	Operating Fund	Telephone & Telegraph	\$285.87	09/11/23	Service for Frankton
				Total this claim =	<u>\$285.87</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>
34046	505	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$32.20	09/11/23	Service for Summitville
				Total this claim =	<u>\$32.20</u>		
34047	506	MIDWEST TAPE	Operating Fund	Frankton AV	\$85.98	09/11/23	DVD's, Hoopla, audio books, 1 Playaway
			Operating Fund	Elwood AV	\$120.97		Summitville \$47.99
			Operating Fund	Summitville AV	\$142.96		
			Operating Fund	Ebook Services	\$3,000.00		
				Total this claim =	<u>\$3,349.91</u>		
34048	507	NICK HAULTER	Operating Fund	Professional Services	\$50.00	09/11/23	Mowing for Summitville
				Total this claim =	<u>\$50.00</u>		
34049	508	PSI PLASTIC GRAPHICS	Operating Fund	Book Processing	\$105.00	09/11/23	Barcode labels
				Total this claim =	<u>\$105.00</u>		
34050	509	REDBEARD CUSTOM PICTUR	Operating Fund	Professional Services	\$301.65	09/11/23	Custom framing-Marvin Crim Engine #5518
				Total this claim =	<u>\$301.65</u>		
34051	510	RICOH USA, INC	Operating Fund	Office Supplies	\$240.25	09/11/23	Copies for Elwood
				Total this claim =	<u>\$240.25</u>		
34052	511	SAFE HIRING SOLUTIONS	Operating Fund	Professional Services	\$57.90	09/11/23	Background checks for Ruder and Whybrew
				Total this claim =	<u>\$57.90</u>		
34053	512	STACEY JONES	Gift	Frankton Programing	\$12.47	09/11/23	Food for Frankie
				Total this claim =	<u>\$12.47</u>		
34054	513	STAPLES	Operating Fund	Office Supplies	\$75.03	09/11/23	Office chair, supplies
			Operating Fund	Furniture & Equipment	\$409.49		
			Operating Fund	Office Supplies	\$126.38		
				Total this claim =	<u>\$610.90</u>		
34055	514	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$55.44	09/11/23	Operating supplies
				Total this claim =	<u>\$55.44</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>
34056	518	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	<u>\$75.42</u>	09/11/23	YS program supplies
				Total this claim =	\$75.42		
34057	522	AUTOMATED DOORS & ACCE	Operating Fund	Professional Services	\$238.00	09/27/23	Repairs at Summitville & Elwood
			Operating Fund	Professional Services	<u>\$100.00</u>		
				Total this claim =	\$338.00		
34058	523	POSTMASTER	Operating Fund	Postage & UPS	\$66.00	09/27/23	2 rolls of Forever Stamps
			Operating Fund	Postage & UPS	<u>\$66.00</u>		
				Total this claim =	\$132.00		
34059	525	ELWOOD CHAMBER OF COM	Gift	Elwood Adult Programing	<u>\$35.00</u>	09/27/23	Craft Booth for Chili Cookoff
				Total this claim =	\$35.00		
34060	526	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$274.95	09/27/23	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$0.10		
			St Technology Fund Gra	Telephone & Telegraph	<u>\$1,154.53</u>		
				Total this claim =	\$1,429.58		
34061	527	NICK HAULTER	Operating Fund	Professional Services	<u>\$50.00</u>	09/27/23	Lawn care - Summitville
				Total this claim =	\$50.00		
34062	528	STAPLES	Operating Fund	Office Supplies	\$98.26	09/27/23	As per attached invoices.
			Operating Fund	Cleaning & Sanitation Supplies	<u>\$203.98</u>		
				Total this claim =	\$302.24		
34063	529	TOWN OF FRANKTON	Operating Fund	Electricity	\$504.22	09/27/23	Service for Frankton
			Operating Fund	Water	\$89.96		
			Operating Fund	Waste Disposal Services	<u>\$0.00</u>		
				Total this claim =	\$594.18		
34064	530	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	09/27/23	Service for Summitville
			Operating Fund	Waste Disposal Services	\$5.00		
			Operating Fund	Waste Disposal Services	<u>\$14.79</u>		
				Total this claim =	\$73.53		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
34065	531	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	09/27/23	Service for Elwood
			Operating Fund	Waste Disposal Services	\$265.52		
				Total this claim =	\$416.39		
34066	532	KAREN LARIMORE	Operating Fund	Traveling Expense	\$532.35	09/27/23	Travel reimbursement(Aug&Sept) 910 miles @ \$.585 = \$532.35
				Total this claim =	\$532.35		

Total Amount of Claims \$96,951.99

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

Monday, October 9, 2023

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 7 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$96,951.99

Date this _____ day of _____, 20____.

<i>Gary Ince</i>	<i>Dennis Eddleman</i>
<i>Paul Stever</i>	<i>Kenny Miller</i>
<i>Mike Bonnet</i>	<i>Dick Atchells</i>

SIGNATURES OF GOVERNING BOARD

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

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 10/5/2023 4:03:04 PM

Ordinance / Resolution Number:

Be it ordained/resolved by the **North Madison County Public Library Board** that for the expenses of **NORTH MADISON COUNTY LIBRARY SYSTEM** for the year ending December 31, **2024** 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 Board**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
North Madison County Public Library Board	Library Board	10/09/2023

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	\$1,074,166	0.1573
2011	LIBRARY IMPROVEMENT RESERVE	\$50,000	\$0	0.0000
		\$1,525,000	\$1,074,166	0.1573

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 10/5/2023 4:03:04 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 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>
Kenny Giselbach	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Kenny Giselbach</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>
Mike Bomholt	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Mike Bomholt</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 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(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 9th day of October, 2023, at which meeting a quorum was present.

NAY

AYE

Lexi A. Hobbs

Kenny Smith

Steven Eddleman

Michelle Probst

Janet Stover

Kathy Small

ATTEST:

Kathy Small, Secretary
Secretary

RESOLUTION TO REDUCE APPROPRIATIONS FOR 2023 BUDGET

WHEREAS, the Board of Trustees of the North Madison County Public Library System finds that it is necessary to reduce the 2023 Library Improvement Reserve Fund to fund the 2024 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	\$12,111.00	\$12,889.00

BE IT FURTHER RESOLVED, the total reduction reduces the appropriation of \$25,000.00 in the 2023 budget to \$12,889.00

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library System at its regular meeting held on the 9th day of October, 2023 at which meeting a quorum was present.

NAY

AYE

Lisa Attkin
King Bishop
Glenn Edleman
Mike Bonhoff
David Stever
Kathy Small

ATTEST:

Kathy Small, Secretary
Secretary

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. 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. **ADD: 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

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. **ADD: 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. **Remove: All persons residing in or owning property in the townships we serve will be required to hold a current NMCPLS library card to access the library's computers.** A computer card may be issued to those who live outside the library district. It allows the user computer access for one year (this does not allow material checkout). This card must be renewed in order to continue computer use after its one-year expiration. If a person is a visitor to the library, they may use the NMCPLS guest pass.
- Patrons recently moving to one of our 5 townships upon presenting an unexpired photo ID may be issued a computer courtesy card for 30 days to allow use of the library's computers until accepted forms of ID and residency are available unless the patron already has an Evergreen account. **Remove: After 30 days, the patron will be required to provide documentation to obtain a resident card.**
- Limit the amount of time workstations may be used in order to make equipment available to other library users. Patrons will begin with a one-hour time limit. If no one is waiting to use the computer, the patron may begin increasing his or her time in fifteen (15) minute increments for a maximum of two (2) hours total. If the computers are full after your one-hour time limit, you must relinquish your computer to the waiting patrons. Patrons that use only a portion of their original one (1) hour can return later that same day to finish their time.
- Modify this policy at any time.

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

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

The NMCPLS offers laptop computers for checkout. The laptop computer may not leave the building and it must be returned in the condition in which it was loaned. Patrons are liable for any damages incurred during the loan period which may include replacement cost. Patrons over 18 years of age must provide a valid state issued I.D. to be left with the library staff for the duration of the laptop loan. The parent or legal guardian of patrons under the age of 18 may checkout a laptop computer to be used by his/her child in the library for homework purposes. During the loan of the laptop computer the parent or legal guardian will remain at the library and assume responsibility for the library's equipment. Staff will keep a record of the patron's name, address, and driver's license number for

liability purposes. Laptop computer loan times will follow the time restraints placed on other workstations as stated in this policy. Staff use of the laptops takes precedence over patron checkout.

The computers designated for children at each branch are only to be used by children under the age of 18. Adults should only use these computers in a supervisory capacity. Children wishing to access Internet resources on these computers need a signed Internet Permission form on file. Teenagers wishing to access the teen-rated programs on these machines must have a library card, other approved age verification, or written parental consent on file.

The NMCPLS makes no guarantees, either expressed or implied, in respect to any equipment, programs, or other materials, their performance, or fitness for any particular purpose. Materials and equipment are provided for use "as is." The entire risk as to the quality and performance of computer equipment, programs, and documentation is with the user. In no event shall the library be liable for actual, incidental, or consequential damages in connection with or arising from the use of any equipment, programs, or other library materials. **Remove: Misuse of the Library's computers or any violation of this or the Computer Use Policy will be subject to the Patron Behavior Policy.**
Add: 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.

Failure to abide by the Public Access Computer Use Pol may result in the loss of Internet and/or NMCPLS library

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

* * * Communication Result Report (Oct. 5. 2023 3:39PM) * * *

1)
2)

Date/Time: Oct. 5. 2023 3:37PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
8853 Memory TX	Frankton FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

Agenda

October 9, 2023

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

Call to Order
 Call for Quorum
 Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
 Old Business
 1. Summitville's South Pavilion
 New Business
 1. Adopt 2024 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. Patron Behavior Policy and Public Access Computer Policy
 Director's Report
 Public Comment
 Adjournment

Date/Time: Oct. 5. 2023 3:37PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
8852	Memory TX	Summitville FAX	P. 1	OK	

Reason for error

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

Agenda

October 9, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville's South Pavilion
- New Business
 - 1. Adopt 2024 Budget
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- Director's Report
- Public Comment
- Adjournment

* * * Communication Result Report (Oct. 5. 2023 3:38PM) * * *

1}
2}

Date/Time: Oct. 5. 2023 3:37PM

File No. Mode	Destination	Pg (s)	Result	Page Not Sent
8851 Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

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

Agenda

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 Adjournment

* * * Communication Result Report (Oct. 5. 2023 3:37PM) * * *

1)
2)

Date/Time: Oct. 5. 2023 3:36PM

File	No. Mode	Destination	Pg(s)	Result	Page Not Sent
8850	Memory TX	call leader	P. 1	OK	

Reason for error

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

Agenda

October 9, 2023

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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- Public Comment
- Adjournment

Agenda

November 13, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville's South Pavilion

New Business

1. Employee Raises/Director and Administrative Assistant
2. 2024 Holiday Calendar
3. Nominating Committee Report
4. Toshiba Copier Lease for all three branches

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
November 13, 2023
4:30 PM

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on November 13, 2023 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

CONSENT AGENDA

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

OLD BUSINESS

Summitville's South Pavilion

Director Scott shared pictures of the progress. We are waiting for installation of the railings, guttering, landscaping, outlets, ceiling fans and can lights. Lee Hazelbaker asked about naming the Pavilion. Mr. Hazelbaker said Director Scott can name it anything she likes.

NEW BUSINESS

Employee Raises/Director and Administrative Assistant

Mike Bomholt made a motion that all eligible employees receive a 5% raise for 2023. Kathy Small made a second and the motion carried.

Larry Watson made a motion that the Director and Administrative Assistant receive a 5% raise for 2023. Lisa Hobbs made a second and the motion carried.

2024 Holiday Calendar

The Board of Trustees reviewed the 2024 Holiday Calendar. Lisa Hobbs made a motion to accept the 2024 Holiday Calendar with the addition of Juneteenth. 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. Mike Bomholt moved to accept this slate of officers. Lisa Hobbs seconded and the motion carried.

Toshiba Copier Lease for all three branches

Members reviewed the Toshiba Copier Lease for all three branches. Mike Bomholt moved to accept this copier lease. Kathy Small seconded and the motion carried.

Director's Report

In Service went very well with Mary Baker Boudisa and Annie Wood Bell. Mary spoke about emotions. Annie did two sessions about talking and listening skills and the other on burnout. These ladies speak very positively about the library. Frankton had a carnival for Halloween with 400 people through the door. We did not participate in the Spooktacular at Elwood. We did have a booth at the Chili Cook Off. We have had people request our breakout boxes. We have had a painting donated of Wendell Willkie's gravesite in Rushville. We are not sure what to do with it. Director Scott will contact the Rushville Public Library to see if they would like to have it. Mike Robertson has installed a new camera aimed at the parking lot. Director Scott shared pictures of a table made from the book pulley in the old library.

Public Comment

There was no public comment.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

Janet Stever
Michael Bomholt
Glenn Eddleman

Kathy Small, Secretary
Kathy Small, Secretary
Laura A. Wilson

Register Of Claims

North Madison County Public Library System

Report Date: From 10/01/23 To 10/31/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	577	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$515.45	10/25/23	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,924.31		
				Total this claim =	\$2,439.76		
0	564	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$515.04	10/11/23	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,922.79		
				Total this claim =	\$2,437.83		
0	565	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$0.00	10/11/23	PERF Deposit-Duplicate voucher
			Operating Fund	Emp Cont PERF	\$0.00		
				Total this claim =	\$0.00		
0	566	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,062.10	10/11/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,459.68		
			Medicare	Empl.Share FICA&Medicare	\$341.39		
			Operating Fund	Empl.Share FICA&Medicare	\$1,459.68		
			Operating Fund	Empl.Share FICA&Medicare	\$341.39		
				Total this claim =	\$5,664.24		
0	567	NATIONWIDE	Annuity	Payroll Deductions	\$341.00	10/11/23	Payroll Ending 10/07/23
				Total this claim =	\$341.00		
0	568	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	10/11/23	iN Def Comp Empl Matching Plan-Robertson
				Total this claim =	\$211.45		
0	544	ROOKIES UNLIMITED INC	Operating Fund	Advertising & Public Notices	\$223.00	10/09/23	Tshirts
				Total this claim =	\$223.00		
0	597	CENTERPOINT ENERGY	Operating Fund	Gas	\$31.95	10/25/23	Service for Frankton, Elwood
			Operating Fund	Gas	\$60.17		
				Total this claim =	\$92.12		

<i>Warrant Number</i>	<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	572	AMAZON BUSINESS	Operating Fund	Elwood AV	\$437.41	10/09/23	As per attached invoices.
			Operating Fund	Frankton AV	\$307.54		
			Operating Fund	Summitville AV	\$307.54		
			Operating Fund	Elwood Adult	\$51.24		
			Operating Fund	Frankton	\$14.78		
			Operating Fund	Operating Supplies	\$234.03		
			Gift	Elwood Children's Programing	\$175.05		
			Operating Fund	Summitville Programing	\$25.49		
				Total this claim =	\$1,553.08		
0	573	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	10/11/23	PAYROLL
			Operating Fund	Salary of Assistants	\$19,551.05		
			Operating Fund	Wages of Janitor	\$1,344.00		
				Total this claim =	\$23,703.15		
0	574	NORTH MADISON COUNTY PU	Operating Fund	Transfer to LIRF	\$10,000.00	10/09/23	Transfer to LIRF
				Total this claim =	\$10,000.00		
0	576	CARDMEMBER SERVICE	Operating Fund	Operating Supplies	\$91.48	10/18/23	As per attached invoices.
			Operating Fund	Frankton Programing	\$124.00		
			Operating Fund	Cleaning & Sanitation Supplies	\$19.08		
			Operating Fund	Advertising & Public Notices	\$350.00		
			Operating Fund	Elwood Children's Programing	\$266.11		
			Operating Fund	Elwood Adult Programing	\$38.84		
				Total this claim =	\$889.51		
0	578	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,947.86	10/25/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,436.59		
			Medicare	Empl.Share FICA&Medicare	\$335.98		
			Operating Fund	Empl.Share FICA&Medicare	\$1,436.59		
			Operating Fund	Empl.Share FICA&Medicare	\$335.98		
				Total this claim =	\$5,493.00		
0	553	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$0.00	10/09/23	Service for Summitville
			Operating Fund	Electricity	\$0.00		
			Operating Fund	Electricity	\$611.14		
				Total this claim =	\$611.14		

<i>Warrant Number</i>	<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	591	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	10/25/23	IN Def Comp Empl Matching Plan-Robertson
				Total this claim =	<u>\$211.45</u>		
0	596	AMAZON BUSINESS	Operating Fund	Elwood AV	\$398.59	10/25/23	As per attached invoices.
			Operating Fund	Frankton AV	\$129.32		
			Operating Fund	Summitville AV	\$129.32		
			Operating Fund	Technology Equipment	\$23.52		
			Operating Fund	Elwood Children's Programing	\$27.98		
			Operating Fund	Dues	\$179.00		
				Total this claim =	<u>\$887.73</u>		
0	595	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,760.48	10/25/23	October Withholdings
			County Tax Withheld	Payroll Deductions	\$973.77		
				Total this claim =	<u>\$2,734.25</u>		
0	594	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	10/25/23	PAYROLL
			Operating Fund	Salary of Assistants	\$19,190.01		
			Operating Fund	Wages of Janitor	\$1,332.45		
				Total this claim =	<u>\$23,330.56</u>		
0	593	AFLAC	AFLAC	Payroll Deductions	\$645.34	10/25/23	October Withholding
				Total this claim =	<u>\$645.34</u>		
0	575	NORTH MADISON COUNTY PU	Operating Fund	Interfund Transfers	\$100,000.00	10/09/23	Transfer to Rainy Day
				Total this claim =	<u>\$100,000.00</u>		
0	592	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$9,251.89	10/25/23	Employee Health Insurance
			Insurance	Payroll Deductions	\$932.98		
				Total this claim =	<u>\$10,184.87</u>		
0	590	NATIONWIDE	Annuity	Payroll Deductions	\$741.00	10/25/23	Payroll Ending 10/21
				Total this claim =	<u>\$741.00</u>		
0	589	AT&T	Operating Fund	Telephone & Telegraph	\$91.88	10/25/23	Service for Summitville
				Total this claim =	<u>\$91.88</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	588	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,716.49	10/25/23	Service for Elwood
				Total this claim =	<u>\$1,716.49</u>		
0	546	AT&T	Operating Fund	Telephone & Telegraph	\$201.83	10/09/23	Service for Elwood
				Total this claim =	<u>\$201.83</u>		
34067	545	ALAN McPHEARSON	Operating Fund	Elwood Adult	\$45.90	10/09/23	Springs & Flowing Wells, Guide to Canoeing & Kayaking
				Total this claim =	<u>\$45.90</u>		
34068	547	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$564.00	10/09/23	Accounting, Payroll, Time Clock Support
			Operating Fund	Professional Services	\$120.00		Oct-Dec & Cloud Backup
				Total this claim =	<u>\$684.00</u>		
34069	548	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,164.29	10/09/23	As per attached invoices.
			Operating Fund	Elwood Childrens	\$659.14		
			Operating Fund	Elwood YA	\$219.54		
			Operating Fund	Frankton	\$991.84		
			Operating Fund	Summitville	\$690.40		
			Operating Fund	Title Source	\$2,640.00		
				Total this claim =	<u>\$6,365.21</u>		
34070	549	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$290.00	10/09/23	Quarterly wet/dry sprinkler inspection
				Total this claim =	<u>\$290.00</u>		
34071	550	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,182.92	10/09/23	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$275.37		
				Total this claim =	<u>\$1,458.29</u>		
34072	551	FRONTIER	Operating Fund	Telephone & Telegraph	\$276.63	10/09/23	Service for Frankton
				Total this claim =	<u>\$276.63</u>		
34073	552	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$225.00	10/09/23	August Lawn Care for Frankton
				Total this claim =	<u>\$225.00</u>		
34074	554	MADISON COUNTY HISTORIC	Operating Fund	Professional Services	\$30.00	10/09/23	October 14, 1945-Stephen Jackson
				Total this claim =	<u>\$30.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
34075	555	NICK HAULTER	Operating Fund	Professional Services	\$475.00	10/09/23	Bush trimming & mowing 10/01/23
				Total this claim =	<u>\$475.00</u>		
34076	556	MIDWEST TAPE	Operating Fund	Elwood AV	\$555.89	10/09/23	As per attached invoices.
			Operating Fund	Frankton AV	\$245.94		
			Operating Fund	Summitville AV	\$141.97		
				Total this claim =	<u>\$943.80</u>		
34077	557	RICOH USA, INC	Operating Fund	Office Supplies	\$31.45	10/09/23	Copies for Frankton, Summitville, Elwood
			Operating Fund	Office Supplies	\$43.43		
			Operating Fund	Office Supplies	\$166.06		
				Total this claim =	<u>\$240.94</u>		
34078	558	SARAH FOX	Operating Fund	Summitville Programing	\$30.94	10/09/23	Petty Cash
				Total this claim =	<u>\$30.94</u>		
34079	559	STACEY JONES	Gift	Frankton Programing	\$9.98	10/09/23	Petty Cash
			Operating Fund	Frankton Programing	\$17.60		
				Total this claim =	<u>\$27.58</u>		
34080	560	STAPLES	Operating Fund	Office Supplies	\$85.98	10/09/23	As per attached invoices.
			Operating Fund	Cleaning & Sanitation Supplies	\$91.77		
				Total this claim =	<u>\$177.75</u>		
34081	561	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$1,329.00	10/09/23	Maintenance for Elwood, Frankton, Summitville
			Operating Fund	Professional Services	\$288.00		
			Operating Fund	Professional Services	\$339.00		
				Total this claim =	<u>\$1,956.00</u>		
34082	562	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$10.00	10/09/23	Back up internet for Summitville, Frankton
			Operating Fund	Telephone & Telegraph	\$20.00		
				Total this claim =	<u>\$30.00</u>		
34083	563	NUGENT ELECTRIC INC.	Operating Fund	Operating Supplies	\$278.00	10/09/23	Light bulbs
				Total this claim =	<u>\$278.00</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>
34084	569	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$31.17	10/09/23	Service for Summitville
				Total this claim =	<u>\$31.17</u>		
34085	570	GRASS ROOTS PLUS, INC.	Operating Fund	Professional Services	\$135.00	10/09/23	Lawn Fertilizer & Weed Control-Elwood
				Total this claim =	<u>\$135.00</u>		
34086	571	GORDON BROOKS	Operating Fund	Frankton Programing	\$150.00	10/09/23	Hot Shot the Clown
				Total this claim =	<u>\$150.00</u>		
34087	579	TOWN OF FRANKTON	Operating Fund	Electricity	\$404.72	10/25/23	Service for Frankton
			Operating Fund	Water	\$34.45		
			Operating Fund	Waste Disposal Services	\$27.48		
				Total this claim =	<u>\$466.65</u>		
34088	580	RICOH USA, INC	Operating Fund	Office Supplies	\$73.08	10/25/23	Copies for Frankton, Summitville
			Operating Fund	Office Supplies	\$19.37		
				Total this claim =	<u>\$92.45</u>		
34089	581	STAR FINANCIAL BANK	Operating Fund	Equipment/Rental	\$55.00	10/25/23	Safe Deposit Box #5001046
				Total this claim =	<u>\$55.00</u>		
34090	582	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	10/25/23	Service for Elwood
			Operating Fund	Waste Disposal Services	\$221.68		
				Total this claim =	<u>\$372.55</u>		
34091	583	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	10/25/23	Service for Summitville
			Operating Fund	Waste Disposal Services	\$14.79		
			Operating Fund	Waste Disposal Services	\$5.00		
				Total this claim =	<u>\$73.53</u>		
34092	584	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$106.46	10/25/23	Cleaning Supplies
				Total this claim =	<u>\$106.46</u>		
34093	585	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$506.41	10/25/23	Book Processing
				Total this claim =	<u>\$506.41</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
34094	586	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$225.00	10/25/23	Lawn care Frankton
Total this claim =					\$225.00		
34095	587	CHRONICLE TRIBUNE	Operating Fund	Summitville Period. & Newsp.	\$283.45	10/25/23	Subscription for Summitville 52 Weeks
Total this claim =					\$283.45		

Total Amount of Claims \$210,437.39

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

Monday, November 13, 2023





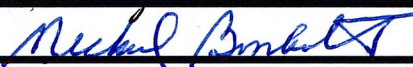
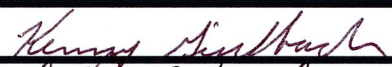


Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

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

26 Pay Periods in 2023

Clerks		Range \$10.00-\$15.00		1% Increase		3% Increase		5% Increase	
Name	Per Hour	Per Year	Per Hour	Per Year	Per Hour	Per Year	Per Hour	Per Year	
Todd Buckmaster	\$ 12.63	\$ 26,270.40	\$ 12.76	\$ 26,533.10	\$ 13.01	\$ 27,058.51	\$ 13.26	\$ 27,583.92	
Jean Hendricks	\$ 11.30	\$ 16,452.80	\$ 11.41	\$ 16,617.33	\$ 11.64	\$ 16,946.38	\$ 11.87	\$ 17,275.44	
Jenny Summers	\$ 11.64	\$ 16,947.84	\$ 11.76	\$ 17,117.32	\$ 11.99	\$ 17,456.28	\$ 12.22	\$ 17,795.23	
Barbara Lawrence	\$ 13.79	\$ 14,341.60	\$ 13.93	\$ 14,485.02	\$ 14.20	\$ 14,771.85	\$ 14.48	\$ 15,058.68	
Daikan Metz	\$ 12.29	\$ 25,563.20	\$ 12.41	\$ 25,818.83	\$ 12.66	\$ 26,330.10	\$ 12.90	\$ 26,841.36	
Peggy Shaffer	\$ 11.00	\$ 16,016.00	\$ 11.11	\$ 16,176.16	\$ 11.33	\$ 16,496.48	\$ 11.55	\$ 16,816.80	
Katelynn Schiffner	\$ 14.07	\$ 29,265.60	\$ 14.21	\$ 29,558.26	\$ 14.49	\$ 30,143.57	\$ 14.77	\$ 30,728.88	
Violet Taylor	\$ 10.00	\$ 4,680.00	\$ 10.10	\$ 4,726.80	\$ 10.30	\$ 4,820.40	\$ 10.50	\$ 4,914.00	
TOTAL		\$ 149,537.44		\$ 151,032.81		\$ 154,023.56		\$ 157,014.31	

Custodians		Range \$9.00-\$14.00		1% Increase		3% Increase		5% Increase	
Name	Per Hour	Per Year	Per Hour	Per Year	Per Hour	Per Year	Per Hour	Per Year	
Corwin Sullivan	\$ 10.58	\$ 11,003.20	\$ 10.69	\$ 11,113.23	\$ 10.90	\$ 11,333.30	\$ 11.11	\$ 11,553.36	
Ron Rush	\$ 10.00	\$ 10,400.00	\$ 10.10	\$ 10,504.00	\$ 10.30	\$ 10,712.00	\$ 10.50	\$ 10,920.00	
Karen Larimore	\$ 11.00	\$ 22,880.00	\$ 11.11	\$ 23,108.80	\$ 11.33	\$ 23,566.40	\$ 11.55	\$ 24,024.00	
TOTAL		\$ 44,283.20		\$ 44,726.03		\$ 45,611.70		\$ 46,497.36	

Managers		Range \$15.00-\$25.00		1% Increase		3% Increase		5% Increase	
Name	Per Hour	Per Year	Per Hour	Per Year	Per Hour	Per Year	Per Hour	Per Year	
Sarah Huffman	\$ 20.86	\$ 43,388.80	\$ 21.07	\$ 43,822.69	\$ 21.49	\$ 44,690.46	\$ 21.90	\$ 45,558.24	
Sarah Fox	\$ 16.00	\$ 33,280.00	\$ 16.16	\$ 33,612.80	\$ 16.48	\$ 34,278.40	\$ 16.80	\$ 34,944.00	
Katie Newby	\$ 21.92	\$ 45,593.60	\$ 22.14	\$ 46,049.54	\$ 22.58	\$ 46,961.41	\$ 23.02	\$ 47,873.28	
Mike Robertson	\$ 22.48	\$ 46,758.40	\$ 22.70	\$ 47,225.98	\$ 23.15	\$ 48,161.15	\$ 23.60	\$ 49,096.32	
Tori Walser	\$ 16.94	\$ 35,235.20	\$ 17.11	\$ 35,587.55	\$ 17.45	\$ 36,292.26	\$ 17.79	\$ 36,996.96	
Stacey Jones	\$ 16.94	\$ 35,235.20	\$ 17.11	\$ 35,587.55	\$ 17.45	\$ 36,292.26	\$ 17.79	\$ 36,996.96	
TOTAL		\$ 239,491.20		\$ 241,886.11		\$ 246,675.94		\$ 251,465.76	

Administrative			1% Increase		3% Increase		5% Increase	
Name	Per Hour	Per Year	Per Hour	Per Year	Per Hour	Per Year	Per Hour	Per Year
Director	\$ 33.43	\$ 69,534.40	\$ 33.76	\$ 70,229.74	\$ 34.43	\$ 71,620.43	\$ 35.10	\$ 73,011.12
Admin Assistant	\$ 28.30	\$ 58,864.00	\$ 28.58	\$ 59,452.64	\$ 29.15	\$ 60,629.92	\$ 29.72	\$ 61,807.20
TOTAL		\$ 128,398.40		\$ 129,682.38		\$ 132,250.35		\$ 134,818.32
Salary of Assistants		\$ 447,892.64		\$ 452,371.57		\$ 461,329.42		\$ 470,287.27
Grand Total		<u>\$ 561,710.24</u>		<u>\$ 567,327.34</u>		<u>\$ 578,561.55</u>		<u>\$ 589,795.75</u>

2023 Budget			1%	3%	5%
Director	\$ 71,800.00	\$ -	\$ 70,229.74	\$ 71,620.43	\$ 73,011.12
Salary of Assistants	\$ 600,658.00	\$ -	\$ 452,371.57	\$ 461,329.42	\$ 470,287.27
Janitors	\$ 40,000.00	\$ -	\$ 44,726.03	\$ 45,611.70	\$ 46,497.36
Total	\$ 712,458.00	\$ -	\$ 567,327.34	\$ 578,561.55	\$ 589,795.75

Total Increase/year **\$ 28,085.51**

NMCPLS WAGE SCALE

Adopted by the Board of Trustees, May 14, 1997

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

General Guidelines

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

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

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

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

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

Page/Temporary Part-time:

Start wage according to job title

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

2024 Holiday Closings

January 1, 2024	New Year's Day (observed)
January 15, 2024	Martin Luther King, Jr. Day
February 19, 2024	President's Day
May 1, 2024	Staff Training Day
May 25, 2024	Memorial Day, Saturday
May 27, 2024	Memorial Day
July 4, 2024	Independence Day
August 31, 2024	Labor Day, Saturday
September 2, 2024	Labor Day
November 6, 2024	Staff Training Day
Remove November 27, 2024	Thanksgiving Eve (Close @ 1 pm)
November 28, 2024	Thanksgiving
Add: November 29, 2024	Black Friday
December 24, 2024	Christmas Eve (Tuesday)
December 25, 2024	Christmas Day (Wednesday)
December 31, 2024	New Year's Eve (Tuesday)
January 1, 2025	New Year's Day (Wednesday)

15 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.

INVESTMENT SCHEDULE



PREPARED FOR

NORTH MADISON PUBLIC LIBRARY

November 6, 2023

PREPARED BY

Dan Swift

Daniel.Swift@tbs.toshiba.com

TOSHIBA

INVESTMENT SCHEDULE

NORTH MADISON PUBLIC LIBRARY

Proposed Solution

- Advanced Color Quality
- Enhanced Security
- Data Encryption
- Toshiba Response Time: Toshiba averages 1-2 hour remote help desk call & a 4 hour on-site average response time.
- Toshiba Total Quality Commitment allows you to be backed by direct manufacturer, we use all OEM parts & supplies. Free replacement if ever needed throughout the program.
- One Indiana State Quantity Purchase Agreement contract number 58883 is a Municipal Lease that has great benefits. It has no property tax and no late fees. At the end of the 60 month term it is a \$1 out lease/
- The current devices are over 8 years old and parts that are available will start to be an issue. The service image rates continue to raise annually in which Frankton is paying .01466 for black and white images and .109860 for Color Images.
- The other two locations the cost per image rates are all over the place with Summitville being at .0075 per black and white Image and Color Images billing at .056250.
- The new proposed solution provides new devices that have increase in color quality output and enhanced security. There is cost savings with reduction in the cost per image rates going down to \$.0027 per black and white image and .03 per color image made

Model Details

- (1) Toshiba e-STUDIO3025AC
 - Included Features: DADF Document Feeder, Large Capacity Feeder, 50-sheet Inner Finisher, Fax Unit / 2nd Line Fax Unit
- (2) Toshiba e-STUDIO3025AC
 - Included Features: RADF Document Feeder, Large Capacity Feeder, 50-sheet Inner Finisher, Fax Unit / 2nd Line Fax Unit

Service Details

Pool Name	Monthly Overage Per Page
Mono Pool	\$0.00270
Color Pool	\$0.03000

Total Monthly Investment**\$213.03**

Monthly investment includes parts, labor, travel, staples and supplies; everything except for paper

TOSHIBA

THE SMALL WORKGROUP MFP THAT THINKS BIG

Toshiba's new 30PPM e-STUDIO3025AC gives you the features and outstanding color quality you want packed in a very compact offering. At 30PPM it's ideal for small workgroups. Add the Inner Finisher option and you get functionality that printer-based MFPs can't match in the same size footprint.

Built-in OCR makes your PDFs searchable or easily converts your paper-based documents to popular Microsoft Office formats.



e-STUDIO3025AC

FEATURES AT A GLANCE

- Full Color A3 MFP
- 30PPM Letter-size
- Small Workgroups
- Compact Footprint
- Copy, Print, Scan, Fax

POPULAR OPTIONS

Inner Finisher

Wireless Connectivity

Pedestal LCF

Dual Scan Document Feeder

TOSHIBA

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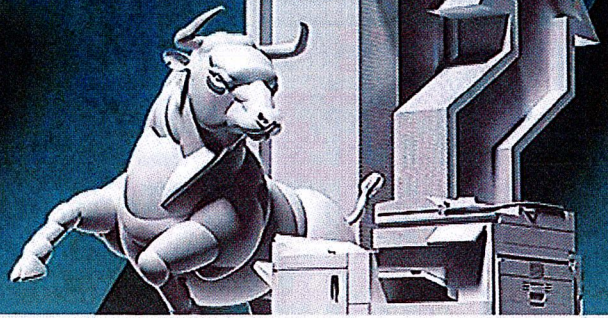
e-STUDIO3025AC

POPULAR OPTIONS

- | |
|---------------------------|
| Inner Finisher |
| Wireless Connectivity |
| Pedestal LCF |
| Dual Scan Document Feeder |

TOSHIBA

EMPOWERING THE ART OF BUSINESS[®]



At Toshiba, we are focused on helping businesses better control their productivity and profitability by delivering innovative imaging products and content solutions.

TOSHIBA AMERICA BUSINESS SOLUTIONS, INC. (TABS)

is an independent operating company of Toshiba Corporation, one of the largest integrated electronics and electrical equipment companies in the world with more than 140,000 employees globally and annual sales surpassing \$37 billion. TABS is a leading managed print and content solutions provider with experts that help organizations print smarter, improve workflow and communicate better.

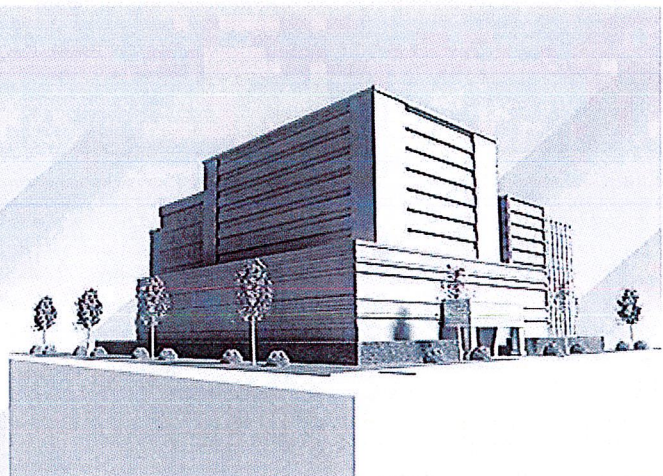
Our current and future commitment is to continue to improve and enhance the functionality and capabilities of our digital imaging products and content solutions. Toshiba invests more than 6% of its annual revenue to Research & Development, and deploys a network of R&D centers around the world. In an average year, Toshiba Corporation is awarded more than 5,000 patents, many of which find their way either directly or indirectly into our multifunction office solutions products.

OUR MISSION

As a technology company, we go way beyond printing. We are a creative and nimble organization that empowers our people to do whatever it takes to help our clients succeed.

OUR VISION

Empowering new and better ways to deliver ideas and information.



TOSHIBA

OUR QUALITY COMMITMENT

The Toshiba Quality Commitment is our guarantee that you're getting the utmost in advanced technology, dependability, service and support. Toshiba stands squarely behind our promise with the assurance of complete satisfaction. Everything we do contributes to that goal—from setting the industry standard for research and development, to providing timely access to Toshiba support personnel. Look around. Nothing compares to Toshiba...quality guaranteed.

NO FINE PRINT. NO STRINGS ATTACHED. HERE'S HOW THE GUARANTEE WORKS.

FREE REPLACEMENT

If your Toshiba manufactured copier, facsimile, printer, thermal barcode printer or its accessories do not operate within Toshiba's product specifications during the term of this program, and if the equipment cannot be repaired to perform within product specifications, Toshiba will replace the copier, facsimile, printer, thermal barcode printer or accessory at no charge with a model of equal or better features and specifications.

FREE LOANER

If your Toshiba manufactured copier, facsimile, printer or thermal barcode printer is out-of-service more than two (2) consecutive business days after notifying your Authorized Toshiba Servicing Dealer or requires off-site service, a loaner copier, facsimile, printer or thermal barcode printer will be provided by the Authorized Toshiba Servicing Dealer at no additional charge.

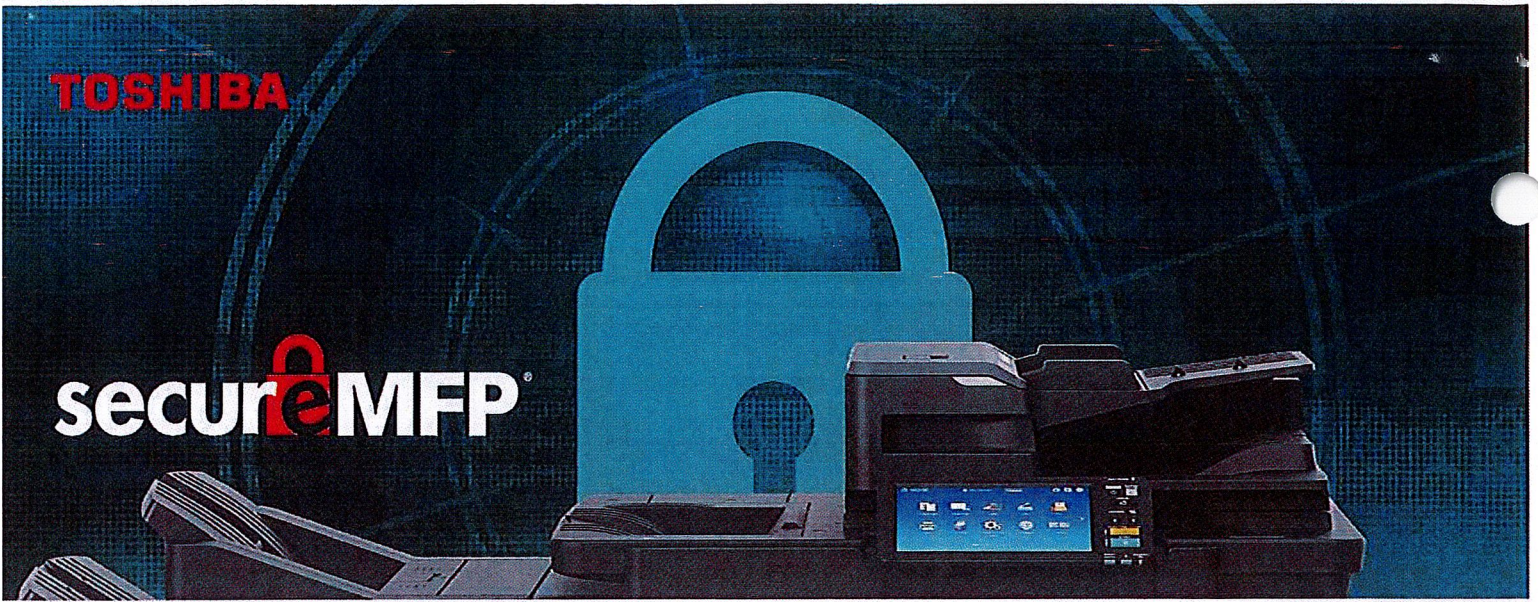
TERM OF PROGRAM

The term of this program is: a) for purchased equipment, three years from equipment installation date or maximum number of copies as stated in the product specifications, whichever occurs first; or b) for leased or rental equipment, three years or the length of the original lease starting from the equipment installation date, whichever is longer.



TOSHIBA

secureMFP



A HOLISTIC APPROACH TO SECURITY

To best tackle your security vulnerabilities, Toshiba takes a unique, comprehensive approach to safeguarding your print and document environments. We look at security in your environment across three areas: product, process and people. The most important component is indeed product security because that is the hub of all your data and human interactions. Once the device is secured, we focus on understanding the processes and people who interact with the device. This allows us to advise you on not just the equipment, but also on the best security methodologies to put in place in your organization. This powerful combination ensures an end-to-end security strategy for your print environment.

PRODUCT SECURITY

Starting at the product level, we deliver an in-depth defense across four areas:

1. INSTALL TO END-OF-LIFE DEVICE SECURITY

- Self-encrypting hard drive
- Firmware & BIOS whitelisting
- End-of-Life automatic data erase

2. PHYSICAL AND DIGITAL ACCESS PROTECTION

- Restrict who, what, where
- Manage centrally and by role
- Monitor and audit in real-time

3. DOCUMENT LIFECYCLE DEFENSE

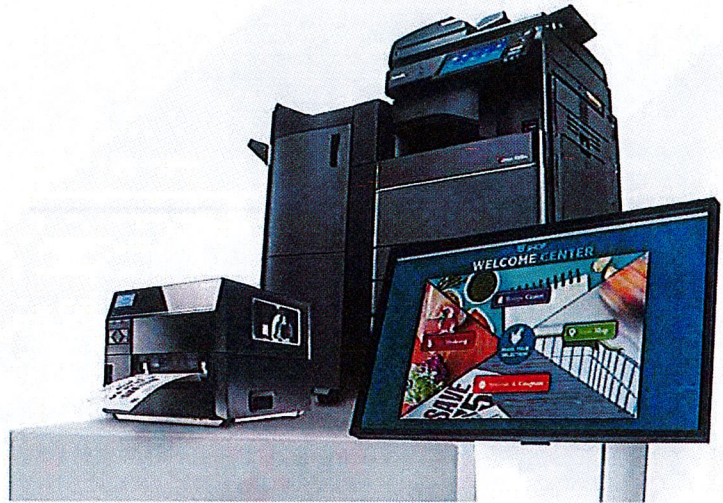
- Secure document capture
- Encrypt information storage
- Secure document tracking & delivery

4. FLEET-WIDE SECURITY ADMINISTRATION

- Remote monitoring & management
- Proactive alerts & automatic remediation
- Policy-based security management

TOSHIBA

TOSHIBA SERVICE



Toshiba is recognized as a service leader, as evidenced by numerous industry awards and an outstanding performance record.

When a Toshiba system needs service clients can rest assured our number one priority is to minimize any inconvenience and downtime. Respond, Respect, Resolve is our team mantra from our client service centers located across the country to our factory-trained certified technicians. We have proven the effectiveness of our service model on thousands of contracts where we provide equipment services and fleet optimization. Toshiba has various levels of service to meet client needs, and with Toshiba's eBridge Cloud Connect tool we can often detect and remotely fix an issue before clients even notice, reducing their burden and increasing uptime.

Toshiba service includes:

- **Client Service Call centers with Toshiba Business Solutions marketplaces to receive calls directly from clients and then dispatch service technician if site visits are required.**
- **Local service teams within each TBS market.**
 - Technicians assigned to territories closest to their homes
 - Professionally trained teams with average tenure of 15 years
- **Call-ahead notification from responding technician so you'll know when to expect us.**
- **Local parts warehouses.**
 - Individual technician car stock on most popular replacement parts to ensure maximum uptime
 - Direct ship of needed parts to a technician's home
- **Preventative Maintenance to ensure systems are always running at optimum levels. This includes identifying potential problems and correcting them before they occur.**
- **Escalation management process that is clearly defined to resolve poor performance issues quickly, efficiently, and to your complete satisfaction.**

TOSHIBA

**TOSHIBA TONER
IS AVAILABLE
AND
MANUFACTURED
IN THE USA**



With recent toner shortages impacting users across the country, know that our toner is available to you and made right here in Mitchell, SD.

The largest of Toshiba's two global manufacturing plants, it produces more than 1,200 tons of toner annually – that's nearly a million cartridges of black, cyan, yellow, and magenta that make your prints stand out.

The plant in Mitchell focuses on premium levels of quality, environmental sustainability, and occupational health and safety standards within its 25-acre facility. It holds several ISO certifications, and recently celebrated its 35th anniversary.

DEDICATED TO KEEPING YOUR BUSINESS RUNNING

Our US toner manufacturing plant means you're never far from product availability. And, with Toshiba manufactured toner, you're guaranteed the best product for your device.

Our toner:

- **Follows strict ISO manufacturing guidelines**
- **Meets rigorous testing**
- **Delivers high-quality product for consistent results**

From the vibrant colors to beautiful imagery, it takes quality toner to make an impact. And that's what we deliver.



IF YOU'RE INTERESTED IN LEARNING MORE, PLEASE REACH OUT TO

* * * Communication Result Report (Nov. 9. 2023 4:38PM) * * *

1)
2)

Date/Time: Nov. 9. 2023 4:28PM

File		Destination	Pg (s)	Result	Page Not Sent
No.	Mode				
9175	Memory TX	call leader Herald-Bulletin	P. 1	OK OK	

Reason for error

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

Agenda

November 13, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville's South Pavilion
- New Business
 - 1. Employee Raises/Director and Administrative Assistant
 - 2. 2024 Holiday Calendar
 - 3. Nominating Committee Report
 - 4. Toshiba Copier Lease for all three branches
- Director's Report
- Public Comment
- Adjournment

Date/Time: Nov. 9. 2023 4:22PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
9174 Memory TX	Summitville FAX Frankton FAX	P. 1	OK OK	

Reason for error

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

Agenda

November 13, 2023

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Agenda

November 13, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville's South Pavilion

New Business

1. Employee Raises/Director and Administrative Assistant
2. 2024 Holiday Calendar
3. Nominating Committee Report
4. Toshiba Copier Lease for all three branches

Director's Report

Public Comment

Adjournment

Agenda

December 11, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville South Pavilion

New Business

1. Transfer of Appropriations Resolution
2. Pest Control Prevention and Response Policy
3. Personnel Policy Section: Wage and Salary Administration
4. Materials Selection Policy
5. Photography, Videotaping and Other Recording Devices
Policy
6. Long Range Plan

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
December 11, 2023
4:30 PM

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on December 11, 2023 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

CONSENT AGENDA

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

OLD BUSINESS

Summitville's South Pavilion

Director Scott shared pictures of the progress. The landscaping still needs to be completed. The grass will be seeded in the spring. The work is complete on the door. The door to the pavilion may need to be replaced in the spring. We need one or two can lights to stay on all night.

NEW BUSINESS

Transfer of Appropriations Resolution

Secretary Kathy Small read the Resolution to Transfer Funds Within the Library Operating Fund Major Category. Kathy Small moved the Resolution be adopted as read. Mike Bomholt seconded and the motion carried.

Pest Control Prevention and Response Policy

NMCPLS Pest Control Prevention and Response Policy requires all incoming material in a special heater for at least one hour at 130 degrees. Evergreen Indiana Pest Procedures require us only to heat material when bedbugs have been identified and the owning library has been contacted. We will be changing our policy to align with Evergreen Indiana.

Personnel Policy Section: Wage and Salary Administration

Wage and Salary Administration was reviewed and tabled until next month.

Materials Selection Policy

Director Scott reviewed the Material Selection Policy with the Trustees. No changes were suggested at this time.

Photography, Videotaping and Other Recording Devices Policy

Director Scott reviewed the Photography, Videotaping and Other Recording Devices Policy with the Trustees. No changes were suggested at this time.

Long Range Plan

Director Scott and the Trustees discussed the current Long Range Plan. We have established some good community partnerships and continue to work on those. We are still working toward some building maintenance and new projects at all three locations.

Director's Report

We received our 1782 Budget notice stating our budget is approved for 2024. We replaced the restroom faucets at Summitville. We replaced all the toilet seats in Elwood and the staff restroom at Frankton. We got a new door closure at Elwood. We will be getting a new website at the first of the year. Administrative Assistant Sheri Wallace shared our year to date earnings in interest for all accounts. Marvin Crim has donated another painting. Mike Robertson demonstrated the new 3D printer for the Trustees.

Public Comment

There was no public comment.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

Kathy Small, Secretary

Kenny Smith
Mike Bonharts
Glenn Eddleman

Lisa A. Hobbs
Laura Watson
Janet D. Stover

Register Of Claims

North Madison County Public Library System

Report Date: From 11/01/23 To 11/30/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	604	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$515.04 \$1,922.79	11/08/23	PERF Deposit
					Total this claim =		
					\$2,437.83		
0	619	INDIANA MICHIGAN POWER C	Operating Fund Operating Fund	Electricity Electricity	\$1,495.01 \$458.47	11/13/23	Service for Elwood, Summitville
					Total this claim =		
					\$1,953.48		
0	644	PAYROLL	Operating Fund Operating Fund Operating Fund	Salary of Director Salary of Assistants Wages of Janitor	\$2,808.10 \$19,307.54 \$1,344.00	11/22/23	PAYROLL
					Total this claim =		
					\$23,459.64		
0	608	AT&T	Operating Fund Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$223.58 \$86.63	11/13/23	Service for Elwood
					Total this claim =		
					\$310.21		
0	607	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	11/08/23	IN Def Comp Matching Plan-Robertson
					Total this claim =		
					\$211.45		
0	606	NATIONWIDE	Annuity	Payroll Deductions	\$741.00	11/08/23	Payroll Ending 11/4/23
					Total this claim =		
					\$741.00		
0	605	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	\$1,965.12 \$1,456.46 \$340.64 \$1,456.46 \$340.64	11/08/23	Federal Tax Deposit
					Total this claim =		
					\$5,559.32		

<i>Warrant Number</i>	<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	603	CENTERPOINT ENERGY	Operating Fund	Gas	\$0.00	11/08/23	Service for Summitville
			Operating Fund	Gas	\$0.00		
			Operating Fund	Gas	\$21.43		
				Total this claim =	<u>\$21.43</u>		
0	632	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	11/08/23	PAYROLL
			Operating Fund	Salary of Assistants	\$19,472.78		
			Operating Fund	Wages of Janitor	\$1,370.25		
				Total this claim =	<u>\$23,651.13</u>		
0	633	CARDMEMBER SERVICE	Gift	Professional Services	\$25.00	11/22/23	As per attached invoices.
			Gift	Professional Services	\$3.50		
			Operating Fund	Technology Equipment	\$132.00		
			Operating Fund	Technology Equipment	\$1,543.98		
			Operating Fund	Techology Software	\$120.00		
			Operating Fund	Elwood Children's Programing	\$92.95		
			Operating Fund	Elwood Adult Programing	\$50.00		
			Operating Fund	Operating Supplies	\$15.94		
				Total this claim =	<u>\$1,983.37</u>		
0	641	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	11/20/23	IN Def Comp Empl matching plan- Robertson
				Total this claim =	<u>\$211.45</u>		
0	643	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,750.32	11/20/23	November Withholding
			County Tax Withheld	Payroll Deductions	\$966.44		
				Total this claim =	<u>\$2,716.76</u>		
0	626	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$135.99	11/13/23	Postage Meter Lease
				Total this claim =	<u>\$135.99</u>		
0	642	AFLAC	AFLAC	Payroll Deductions	\$645.34	11/20/23	November Withholding
				Total this claim =	<u>\$645.34</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	634	AMAZON BUSINESS	Operating Fund	Elwood AV	\$1,275.69	11/13/23	As per attached invoices.
			Operating Fund	Frankton AV	\$312.43		
			Operating Fund	Summitville AV	\$314.43		
			Operating Fund	Elwood Adult	\$30.23		
			Operating Fund	Summitville Programing	\$29.68		
			Operating Fund	Elwood Adult Programing	\$53.92		
			Operating Fund	Elwood Children's Programing	\$17.44		
			Operating Fund	Technology Equipment	\$69.88		
				Total this claim =	\$2,103.70		
0	640	NATIONWIDE	Annuity	Payroll Deductions	\$741.00	11/20/23	Payroll Ending 11/18/23
				Total this claim =	\$741.00		
0	639	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$9,251.89 \$932.98	11/13/23	Employee Health Insurance 12-1 to 12-31
				Total this claim =	\$10,184.87		
0	635	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$515.04 \$1,922.79	11/22/23	PERF Deposit
				Total this claim =	\$2,437.83		
0	636	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	\$1,949.75 \$1,444.58 \$337.86 \$1,444.58 \$337.86	11/22/23	Federal Tax Deposit
				Total this claim =	\$5,514.63		
34096	599	VICTORIA WALSER	Operating Fund Operating Fund	Elwood Children's Programing Elwood Adult Programing	\$16.25 \$11.25	11/08/23	Petty Cash
				Total this claim =	\$27.50		
34097	600	SARAH FOX	Operating Fund	Summitville Programing	\$48.98	11/08/23	Petty Cash
				Total this claim =	\$48.98		
34098	601	STACEY JONES	Operating Fund	Frankton Programing	\$48.20	11/08/23	Petty Cash
				Total this claim =	\$48.20		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
34099	602	STACEY JONES	Operating Fund	Frankton Programing	\$203.58	11/08/23	Reimbursement for Halloween Carnival
				Total this claim =	<u>\$203.58</u>		
34100	598	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	11/08/23	Stephen Jackson "Madison County's First Airfields and Aviators
				Total this claim =	<u>\$30.00</u>		
34101	609	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,685.67	11/13/23	As per attached invoices.
			Operating Fund	Elwood Childrens	\$576.24		
			Operating Fund	Elwood YA	\$286.82		
			Operating Fund	Frankton	\$807.62		
			Operating Fund	Summitville	\$797.34		
				Total this claim =	<u>\$4,153.69</u>		
34102	610	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$96.00	11/13/23	Service for Elwood
				Total this claim =	<u>\$96.00</u>		
34103	611	A.E. BOYCE COMPANY, INC	Operating Fund	Official Records	\$501.51	11/13/23	Receipt Books, W2's, 1099's
			Operating Fund	Office Supplies	\$63.58		
				Total this claim =	<u>\$565.09</u>		
34104	612	CREATIVE PRODUCT SOURCE	Operating Fund	Elwood Adult Programing	\$158.44	11/13/23	2024 Calendars
				Total this claim =	<u>\$158.44</u>		
34105	613	DEMCO	Operating Fund	Book Processing	\$397.23	11/13/23	Book Processing
			Operating Fund	Frankton Programing	\$26.50		
				Total this claim =	<u>\$423.73</u>		
34106	614	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$53.85	11/13/23	As per attached invoices.
			Operating Fund	Frankton Programing	\$64.05		
			Operating Fund	Summitville Programing	\$175.10		
				Total this claim =	<u>\$293.00</u>		
34107	615	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,182.92	11/13/23	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$278.91		
				Total this claim =	<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>
34108	616	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$30.00	11/13/23	Back up Internet for Frankton & Summitville
				Total this claim =	<u>\$30.00</u>		
34109	617	FRONTIER	Operating Fund	Telephone & Telegraph	\$283.28	11/13/23	Service for Frankton
				Total this claim =	<u>\$283.28</u>		
34110	618	GRAYBAR ELECTRIC CO, INC.	Operating Fund	Furniture & Equipment	\$370.54	11/13/23	Speco camera-Serial Number 40512531041
				Total this claim =	<u>\$370.54</u>		
34111	620	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$33.23	11/13/23	Service for Summitville
				Total this claim =	<u>\$33.23</u>		
34112	621	KAREN LARIMORE	Operating Fund	Traveling Expense	\$393.71	11/13/23	Mileage 673 miles @\$.585 = \$393.71
				Total this claim =	<u>\$393.71</u>		
34113	622	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	11/13/23	Stephen Jackson The Cana Era in Madison County
				Total this claim =	<u>\$30.00</u>		
34114	623	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$93.00	11/13/23	Trash Service Frankton
				Total this claim =	<u>\$93.00</u>		
34115	624	MIDWEST TAPE	Operating Fund	Frankton AV	\$95.98	11/13/23	As per attached invoices.
			Operating Fund	Elwood AV	\$117.97		
			Operating Fund	Summitville AV	\$176.95		
			Operating Fund	Book Processing	\$474.98		
				Total this claim =	<u>\$865.88</u>		
34116	625	NICK HAULTER	Operating Fund	Professional Services	\$150.00	11/13/23	Lawn Care-Summitville
				Total this claim =	<u>\$150.00</u>		
34117	627	RICOH USA, INC	Operating Fund	Office Supplies	\$195.35	11/13/23	Copies for Elwood
				Total this claim =	<u>\$195.35</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
34118	628	ROBY'S, INC.	Operating Fund	Professional Services	\$771.47	11/13/23	Faucets replaced at Summitville
				Total this claim =	<u>\$771.47</u>		
34119	629	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$229.86	11/13/23	Cleaning supplies
			Operating Fund	Office Supplies	\$12.13		
			Operating Fund	Cleaning & Sanitation Supplies	\$58.34		
				Total this claim =	<u>\$300.33</u>		
34120	630	TED GREEN	Operating Fund	Elwood AV	\$64.00	11/13/23	The Best We've Got DVD
				Total this claim =	<u>\$64.00</u>		
34121	631	VICTORIA WALSER	Operating Fund	Traveling Expense	\$159.12	11/13/23	Travel reimbursement 272 miles @ \$.585 = \$159.12
				Total this claim =	<u>\$159.12</u>		
34122	637	STATE INDUSTRIAL PRODUCT	Operating Fund	Operating Supplies	\$1,273.07	11/22/23	5 TUBS ICE REMOVER 3 FRAGRANCE PACKS
				Total this claim =	<u>\$1,273.07</u>		
34123	638	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$58.74	11/22/23	Service for Summitville
			Operating Fund	Waste Disposal Services	\$14.79		
				Total this claim =	<u>\$73.53</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$97,616.98

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

Monday, December 11, 2023

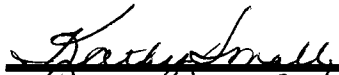





 Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____.

		_____
		_____
	_____	_____

SIGNATURES OF GOVERNING BOARD

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

Resolution to Transfer Funds With 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 System do resolve that the following transfers be made within the Library Operating Fund:

Transfer from Personal Service	
Salary of Assistants	\$2,300.00
Transfer to Personal Service	
Employer Cont IN Def Comp	\$300.00
Employer Cont PERF	\$2,000.00
Transfer from Other Services and Charges	
Ebook Services	\$100.00
Telephone & Telegraph	\$1,200.00
Elwood Adult Programs	\$400.00
Electricity	\$4,000.00
Transfer to Other Services and Charges	
Databases	\$100.00
Traveling Expense	\$1,200.00
Elwood Children's Programs	\$400.00
Advertising & Public Notices	\$1,000.00
Insurance	\$3,000.00
Total Transfers from line items	\$8,000.00
Total Transfers to line items	\$8,000.00

ADOPTED THIS 11TH DAY OF DECEMBER 2023

NAY

AYE

Kathy Small

Gret L. Stever

Michael Brockhoff

Glen Eddleman

Lawrence Watson

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

Evergreen Indiana Pest Procedures

Libraries need to protect their collections from pest infestations.

Identification and training

Learn to identify common insects in your area. Bedbugs are especially small.

Training video: <https://www.youtube.com/watch?v=XOXjuvCD8zA>. There are also conference archives for pest training from the 2015 and 2016 Evergreen Indiana conferences. The State Library and Evergreen Indiana may offer trainers for staff meetings or staff professional days. It may be helpful to mount a couple of dead bedbugs on a 3x5 card with clear tape for identification near where your items are checked for damage. [This should be out of patron view.]

Create a card for your library in the name QUARANTINE (SHORTNAME)

Name a person to be in charge of pests for your library: the director or whomever is appointed to be the designated staff member. Staff members need to know who this is at your library.

Inspect every item returned to your library.

1. Check pages near spine and behind paper covers for insects or frass; bug poop, eggs and exoskeletons.
2. If an insect evidence is found, place item in a sealed bag (Ziploc works well.) If returned with other items, place those in bags also.
3. Bedbugs do not jump and are not really fast, so you may be able to pick up insect on a piece of clear tape and tape to white paper for closer inspection. Use a magnifying glass to inspect closely.
4. Use sanitizing wipes to clean drop box, carts or counters where bugs have been found. This will remove any eggs which tend to be sticky. If you find bugs on a larger item, like furniture, call a professional pest company.
5. If you have identified the bug as a bedbug, seal the bag with strong tape, as well as using the zipper.
6. Contact your library's designated staff member.
7. Treat the item:
 - a. In an oven such as ZappBug oven to kill all stages of bedbugs, still in the zip-lock bag.
 - b. Cimexa is a dessicant to treat the area where bed bugs may be found. It is a powder that the bugs must crawl across to be effective. It is not recommended for books,
 - c. SteriFab is a spray to control insects on fabrics, like upholstered furniture. SteriFab kills bedbugs and eggs on contact. It is NOT recommended for books.
 - d. Nuvan Strips may also kill bedbugs if an item cannot be heat treated. The item must be sealed in a bag with the strips for at least 1 month to insure insects are killed.

8. Heat treating could increase any mold that may already be in the book. Remove item from bag soon after treating to limit any water damage. Some moisture in the bag is normal after heat treating.
9. Load the oven according to manufacturer's instructions, leaving space between items for heat circulation. Load the thermostat in the center of the items. Items may remain in plastic bags.
10. When items have been treated, use a soft paintbrush to brush out any debris and return to shelves if not stained. If stained, with blood or frass, follow local policy for stained books.

Determining the source

1. Present your library's designated staff member with the patron's information. One item with a bug is not a positive identification for a source.
2. Place all items still on the patron's account on hold for the card 'Quarantine (shortname)'
3. As any items come in with holds for Quarantine, place them in plastic zip-top bags and inform the designated staff member. That staff member or the library director shall determine when to contact the patron.
4. If items from other libraries are on the patron account, those libraries must be told about the incident. Treat those books if they are returned to your library, then transit.
5. It can be helpful to do a Circulation History report for a patron when insects are found. This report will list the other items that patron has had out recently, and they can be pulled from the shelves and checked again for insects.

Dealing with items from other libraries

1. Seal the book in plastic. Treat with a Zappbug oven.
2. Contact the owning library to inform them of the pest problem and that the item is being treated.
3. Place all items on the account on hold for Quarantine (shortname).
4. Transit treated items to home library. Do not transit items that are known to have insects, even in sealed bags.
5. If your library is unable to treat the item, contact the owning library. Evergreen does not recommend transiting items infested with bugs.

Bedbugs In the Library

There are specially trained dogs with pest control companies who can sniff out infestations. If there are bedbugs living in the library, call a pest control company.

North Madison County Public Library System

Pest Control Prevention and Response Policy

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. 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, 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.

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.

16. WAGE AND SALARY ADMINISTRATION – Section from Personnel Policy

All full-time and part-time employees of the Library are covered by this policy. Individuals performing work for the Library under a contractual relationship are *not* covered by this policy.

The Library will establish and maintain an hourly wage schedule that is internally equitable, externally competitive, personally motivating, on-going and orderly.

New employees will be hired in at the minimum wage level for their position. If an employee changes position during the year the appropriate wage adjustment will be made at the time the new position becomes effective.

The Board Budget Committee will review increases and the wage schedule on an annual basis. The Board will use the wage classification schedule and the budget to determine wage adjustments. Any wage or salary adjustments will be made effective January 1 of each year. Furthermore, any increase in compensation for the Administrative Assistant and Director must be made by separate motion. Employees, including the Administrative Assistant and Director, who receive disciplinary action, ~~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.

MATERIALS SELECTION POLICY

(March, 2003)

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. Patron complains about a book (or other materials).
2. Employee explains that books are selected according to criteria specified in the Book Selection Policy.
3. If patron persists, employee should at this point refer the matter to the Department head.
4. 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.
5. If patron still persists, offer him a copy of our Materials Selection Policy and a patron's Comment form and explain that this needs to be completed 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.
6. 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.
7. The Department Head will advise the Director of the action taken, whether filed away or followed up.
8. If the patron follows up on the action taken and disagrees with it, he should then be referred to the Director.

MATERIALS SELECTION POLICY
Comment form Adopted 10/91

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

PHOTOGRAPHY, VIDEOTAPING, AND OTHER RECORDING DEVICES POLICY

As a public library, our top priority is providing library services to the community. As far as photography and recording on the Library's premises, generally, the exterior of public buildings are subject to similar rules associated with a sidewalk or a public park, meaning that there are few restrictions that can be placed on a photographer when they wish to take photos or video in open, public areas of a facility. That being said, photography and recording with library buildings is treated differently, and the Library has the right to impose certain restrictions.

INDIVIDUAL PHOTOGRAPHY/VIDEORECORDING

Patrons and visitors are permitted to take photographs and record video or audio for non-commercial, personal use with a handheld camera or device. The recording or photography must not interfere with use of the Library by other patrons or visitors, compromise public safety, or compromise security. As such, flash photography or any lighted recording is not permitted, and photography and recording is generally not permitted in reading areas within the Library.

The use of ancillary equipment – such as tripods, cables or lighting – is not permitted because of safety, liability and other issues, unless previously authorized by the Library Director in writing.

Furthermore, persons photographing or recording on Library premises have the responsibility for obtaining the necessary written releases and permissions from persons who are to be photographed or recorded prior to taking photographs and recording. Taking photographs or recording of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The Library undertakes no responsibility for obtaining these releases.

In all instances, the Library reserves the right to cease photography and recording if it results in the disruption of the Library environment or if the person(s) photographing or recording has not complied with the Library's policies. The Library reserves the right to deny requests or revoke permission for photography or recording.

COMMERCIAL PHOTOGRAPHY/VIDEOTAPING

The Library does not permit commercial photography or filming. Any exception requires the express written permission from the Library Director.

Community organizations holding scheduled events or meetings in the library study or meeting rooms may arrange for their own photography or videotaping/recording of their event. Such photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

LIBRARY STAFF PHOTOGRAPHY/VIDEOTAPING

We often take pictures or shoot videos at Library events to use in Library publicity materials and on our website. The Library reserves the right to document its services and the public's use of the Library. Official representatives of the Library may take photographs, videotape, or use other

recording devices within the Library and at Library-related events and activities for the Library's purposes. These photographs and video may be copied, displayed, published (including on any Library web presence or social media), and telecast for such purposes as promotion, publicity, and news to inform the public about the Library. All such photography/videotaping will be in accordance with Library procedures.

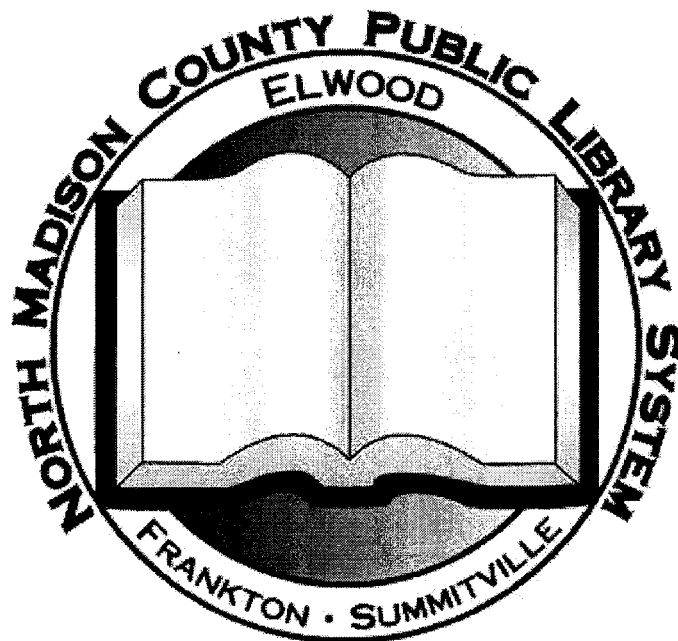
If individuals do not wish us to use a picture or video of them or their child, they should tell a Library staff member prior to the event.

This policy extends to photographs and filming by Library staff at public events in the community.

Approved August 8th, 2016

**LONG RANGE PLAN
2022 - 2027**

**NORTH MADISON COUNTY
PUBLIC LIBRARY SYSTEM**



Adopted by the

NMCPLS Board of Trustees

February 14, 2022

Table of Contents

Vision and Mission	3
Introduction to the Library System	3
Community Strengths, Weaknesses, Opportunities and Threats	4
Library Strengths, Weaknesses, Opportunities and Threats	5
Community Needs	6
Goals, Objectives, Financial Resources and Sustainability and Evaluations	6 - 12
Equipment Replacement Schedule	12
Professional Development Strategy	13

Our Vision: To provide accessible services, programming and materials that promotes a community of creativity, exploration, curiosity and cultivates lifelong learning.

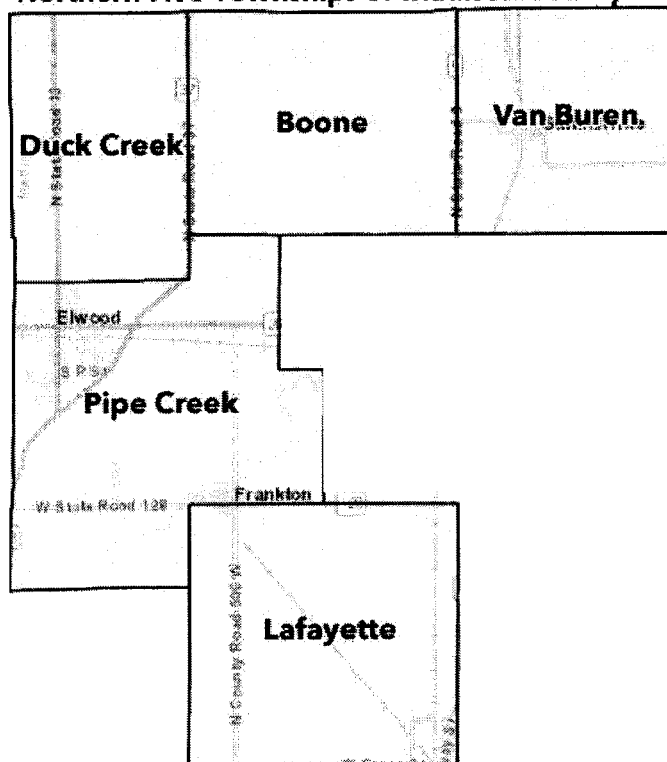
Our Mission: Get connected and stay connected to your community and the world through your library.

The North Madison County Public Library System consists of three facilities—each located in a separate community. The Elwood Public Library serves as the central facility and provides support to each of two branches—Frankton Community Library, and the Ralph E. Hazelbaker Library in Summitville.

While NMCPLS recognizes its primary responsibility to its own constituency, it is also committed to cooperative sharing of resources and services with other agencies for the mutual benefit of all. Residents of five townships are served by the system – Pipe Creek, Duck Creek, Boone, Van Buren, and Lafayette. In addition, NMCPLS supports the educational mission of the following public school districts: Elwood Community School Corporation, Frankton-Lapel Community Schools and Madison-Grant United School Corporation.

The Long Range Planning Committee first met in March of 2021. The committee consisted of management, clerks, and 2 library board members. The committee met several times during the year 2021. The first task of this committee was to interview members of our communities or offer them access to fill out the survey online. We asked members from our schools, city and town councils, attorneys, club members, chamber executive, church members, hospital, homeschool parents, and business owners. We had 75 responses to our survey.

Northern Five Townships of Madison County



The results of the survey emphasized our three communities' and library system's strengths, weaknesses, opportunities and threats (SWOT). The Long Range Planning Committee also contributed to the Library's SWOT.

<u>Community Strengths</u>
All three of our communities are small towns with public services and a sense of community.
The distance from Indianapolis, Fishers, Noblesville is close enough to encourage families looking for the small town community to investigate moving to any of our three communities.
Our proximity to major highways provides access to the larger cities for commuting to work.

<u>Community Weaknesses</u>
Our communities lack new affordable housing to accommodate families wanting to move away from major cities.
Each community has a minimal number of leaders.
Lack of amenities - restaurants and shops
The prominent social issues are drug abuse, broken and low income homes, lack of parenting skills and teen pregnancy.
Employment opportunities are lacking with mostly minimum wage service jobs.

<u>Community Opportunities</u>
Build youth programs that encourage leadership and life skills.
Attract new businesses.
Improve infrastructure and housing by applying for grants.

<u>Community Threats</u>
Decrease in funding, businesses, population.
Increase in drug abuse and poverty.
Lack of leadership and volunteerism.

Library Strengths

Friendly, welcoming, and knowledgeable staff

Children's programming with emphasis on summer reading programs

Staff assistance with tasks on computers, cell phones and other electronic devices

Current online resources and services

Wi-Fi inside and outside of each library

Library Weaknesses

Meeting or gathering spaces for tutoring, studying and social service meetings

Decreased patron traffic due to:

- State, county and library Covid-19 restrictions
- Temporary reduction in the number of in-person programs due to increase county transmission of Covid-19
- Availability of online resources - databases, ebooks, eaudiobooks and digital magazines
- Lack of focused marketing especially to the local schools/parents
- Lack of partnerships with the local schools

Library Opportunities

Partnerships with the local schools

Marketing especially to the local schools/parents

Grants to improve indoor and outdoor programming spaces

Library Threats

Decreased patron traffic due to online resources - databases, ebooks, eaudiobooks and digital magazines

Lack of funding

<u>Community Needs</u>		
Employability	Leadership Skills	Drug and Alcohol Prevention
Cover Letter & Resume Assistance	Parenting Skills	Mental Health Assistance
Interview Techniques	Money Management	Stress Management
Oral and Written Communication Skills	Critical Thinking and Problem Solving	Small Private Meeting Spaces

Goal #1

Strengthen existing and develop new partnerships that will address community needs with mutually beneficial outcomes.

Objectives:

1. Continue to develop and support preschool, elementary, middle, and high school partnerships
 - a. Offer programs for school age children during:
 - i. Holidays and breaks using the current year school calendar
 - ii. After school hours, evenings, and Saturdays
 - b. Attend school programs/events to increase awareness of library services and programs and encourage library card sign-ups.
 - c. Work with the school library personnel to present information about library resources to students.
 - d. Encourage volunteering at the library through national honor societies, student councils, sports teams and any other clubs or activities.
 - e. Investigate with school principals in the middle of June becoming a part of the enrollment process.
 - i. Library cards or ecards for every student
2. Continue to develop current and new partnerships with community resources
 - a. Current Partnerships
 - i. Adult literacy tutor through the Madison County Literacy Coalition
 - ii. Strengthening Families Program through Intersect
 - iii. Offering programs and resources to local nursing homes - Summitville Convalescent Center and Elwood Health and Living
 - iv. Chamber of Commerce/Elwood Main Street Organization and other community organizations
 1. Parades
 2. Festivals

3. Elwood art exhibition during Elwood Glass Festival
4. Home Health and Garden Show
5. Chili Cook-Off
6. Community family events
- v. Elwood United Methodist Church - Kids in the Kitchen Program
 1. Kitchen and Dining Area
 2. Refrigerator/Stove
 3. Pots/pans and Utensils
 4. Church Volunteers
- vi. The Hidden in Plain Sight Trailer - Intersect
- vii. United Way – Thrive
- b. New Partnerships
 - i. Indiana Small Business Development Center and Elwood Chamber
 - ii. SCORE - Nonprofit Organization to mentor small businesses.
 - iii. Elwood John Hinds Career Center
 - iv. Indiana Department of Workforce Development
 - v. Anderson Museum of Art - Assist with Elwood art exhibition
 - vi. Aspire
 - vii. St. Vincent Mercy Hospital - Better Breathers program

Financial Resources and Sustainability

Two line items of the operating budget, salary of assistants and programming, are the funding sources to support partnerships. As we develop partnerships, we will assess whether these line items need to be increased especially in May and June of every year when the next year operating budget is being considered. We will also seek community support for these programs.

As far as sustainability, while developing and assessing the partnership, expectations will be defined for both parties. If these expectations can no longer be met on either side, the partnership will be dissolved.

Evaluation

Evaluation of each cooperative activity will be accomplished by meeting with the partner organization on a quarterly basis to assess current relationship and determine future goals.

Goal #2

Provide programs for children, young adult and adult patrons that address community needs, improve partnerships, and promote the library's vision and mission.

Objectives:

1. 2022 - Define current weaknesses and strengths of programming efforts in all facilities.
2. 2022- 2027 Develop and implement changes as needed to ensure successful programming for all ages.
3. 2022 - 2027 Follow Goal #1/Objective #1a - e for partnering with schools.
4. 2022- 2027 Each facility will offer programs for all ages (newborns to seniors) that meet their community's needs.
5. 2022 - 2027 Each year before summer reading, letters will be sent out to local businesses asking for programming support with a focus on big one time programs. At the end of summer reading thank you letters will be sent out to all donating businesses.
6. 2022 - 2023 Investigate and potentially implement a Book-a-librarian program - Patrons would be able to book 30 minutes of time with a staff member who is knowledgeable on one or more of the following topics.
 - i. Basic Computer Skills
 - ii. Internet Basics
 - iii. Resume Assistance
 - iv. Using the Library's Online Catalog
 - v. Using the Library's Online Resources
 - vi. Downloading and accessing ebooks, audiobooks and magazines
 - vii. Experience virtual reality
7. 2022 - Evaluate the job description of the outreach clerk. Investigate changes to assist with marketing library services and developing community partnerships.
8. 2022-2023 - Investigate hiring a marketing professional to assist with the latest marketing tools
9. 2023 - Implement changes to the position of outreach clerk.
10. Ongoing – Continue to support Homebound Delivery Service in Elwood.
11. Notary services at each facility.

Financial Resources and Sustainability

Three line items of the operating budget, salary of assistants, traveling expenses and programming, are the funding sources to library programs. As we develop additional programs, we will assess whether these line items need to be increased especially in May and June of every year when the next year operating budget is being considered. We will also seek community support for these programs.

Evaluation

Evaluation of new and current programs will take place at the end of every program cycle. The evaluations will be based on patron attendance and evaluation forms given at the end of every program cycle.

Goal #3

Create inviting spaces to encourage small spontaneous or planned learning activities and meetings.

Objectives:

1. Elwood

- a. 2023- 2024 – Recreate a space for Young Adults in the computer lab
- b. 2023 - 2024 - Investigate multi use furniture alternatives for some of the computer carrels and tables in the youth and adult areas
- c. 2023 - 2024 - Investigate additional electrical outlets
- d. 2023 - 2027 – Work with John Lavine for AutoCAD drawings of pavilion project
- e. 2023 - 2024 - Sell Commemorative bricks for a walkway from Main Street sidewalk to Wendell L Willkie High School Arch
- f. 2024 - 2025 - Replace the existing commemorative brick patio with a cement pad with footers.
- g. 2026 - 2027 - Extend the east side roofline to cover the cement pad.
- h. 2026 - 2027 - Hire architect to investigate adding office space on the second floor.

2. Frankton

- a. 2022 - Switch places with children's and adult shelves and books
- b. 2023 - 2024 - Create an inviting young adult area
- c. 2023 - 2024 - Investigate addition of electrical outlets

3. Summitville

- a. 2021-2022 – Work with John Lavine for AutoCAD drawings of cement pad with footers and extending roof line on the south side of building.
- b. 2022 - 2023 - Investigate community building project grants
 - i. Madison County Community Foundation
 - ii. Hazelbaker Foundation
 - iii. LSTA Grants
- c. 2023 - 2024 - Create an inviting young adult area
- d. 2023 – Pour a 25 ft X 40 ft cement slab with footers
- e. 2023 – 2024 – Sell Memorial Brick from sidewalk to new cement slab
- f. 2024 – 2027 Build addition on the south side of building

Financial Resources and Sustainability

Furniture and Equipment and Professional Services line items of the Operating budget as well as the Rainy Day and LIRF budgets will be impacted by this goal. Continue with the existing Operating budget and transfer funds into the LIRF and Rainy Day budgets every year.

Evaluation

As we develop these new small meeting/learning areas we will survey patrons and partners that are using them. The surveys will help guide our next purchase.

Goal #4

Promote the mission of “Get Connected Stay Connected” through the strategic use of technology

Objectives:

1. Ongoing: Ensure continued patron and staff access to the website and catalog online at www.elwood.lib.in.us.
2. Ongoing: Ensure the library’s website is accessible to patrons with disabilities by using the tools available through W3C (The World Wide Web Consortium) at <http://validator.w3.org/>.
3. 2022-2027 - Continue to investigate additional Hotspots
4. Ongoing: Increase bandwidth usage as needed for all facilities.
5. 2023 -2027: Investigate Learning Spaces (<https://www.slideshare.net/HeyWayne/learning-spaces-1635348>) for all three branches.
6. 2023 - 2027: Expand our VR programs at all branches
7. 2023 - 2027 STEM related program focused on our younger patrons including robotics building and code creation.
8. 2027: Investigate hardware/software updates for servers.
9. Ongoing: Maintain library owned routers and switches.
10. Ongoing: Stay current with Evergreen updates.
11. Ongoing: Continue to meet all the requirements necessary to maintain membership in the Indiana Public Library Internet Consortium.
12. Ongoing: Continue to update the Cassie software to be compliant with our hardware and user needs.
13. 2022-2027: Continually evaluate the status of our network and upgrade when necessary.
14. 2022-2027: Investigate Category 2 E-rate funding to purchase additional hotspots and any additional covered items.

Financial Resources and Sustainability and Evaluation

Refer to the Equipment Replacement Schedule after Goal #5.

Goal #5

Ensure that each of our facilities are properly maintained and continues to meet the needs of our communities.

Objectives:

- System 2022 – Request HVAC maintenance quotes from Vasey and Perfection

- Elwood
 - 2022 - Replace Chiller for HVAC
 - 2022- Change direction of children’s shelving on southside of Youth services
 - 2023 - Repair drywall cracks and paint interior walls
 - 2023 - 2024 – Replace Air Handler Controller
 - 2024- 2025 - Digital signage – Interior and Exterior - Use bricks from Elwood’s Patio for a base.
 - 2024 - Reseal the parking lot
 - 2026 - 2027 - Mill & resurface entire parking lot

- Frankton
 - 2022 - Finish work on downspouts
 - 2022 - Repair drywall cracks and paint interior walls and vaulted ceiling
 - 2023- 2024 – Digital signage – Interior and Exterior
 - 2024 - Mill and resurface parking lot entryway and reseal the rest of the parking lot
 - 2025 - 2026 - Reroof building
 - 2026 - 2027 - Investigate the potential of adding a pavilion off the south or east side of the building

- Summitville
 - 2022 - Add downspouts to the guttering on both sides of the entryway.
 - 2023 - 2024 – Repair drywall cracks and paint interior walls.
 - 2023 - 2024 - Reseal all mortar and caulked joints at the Summitville facility. Paint wooden areas under windows.
 - 2023- 2024 – Digital signage – Interior and Exterior
 - 2024 -2025 – re-roof north side or entire building.
 - 2024 - Reseal the parking lot.

Financial Resources and Sustainability and Evaluation

Refer to the Equipment Replacement Schedule.

Equipment Replacement Schedule for Goals #4 and #5

Equipment replacements/repairs up to \$7,000 if possible, will be supported by the operating budget furniture and equipment and professional services line items. Any equipment replacements/repairs above \$7,000 will be supported by the Rainy Day and LIRF Funds. The operating budget technology equipment line item supports any computer, hot spot, wi-fi access point, barcode scanner, router, and other miscellaneous technology equipment. The operating budget furniture and equipment and professional services line items support copier leases, and other miscellaneous equipment. All equipment will be evaluated at the first of every year for potential replacement. Public access and staff computers and servers will be evaluated after 5 years of service for potential replacement. Computers to be replaced are chosen according to date of purchase. The oldest date of purchase is replaced first. Replaced computers will be repurposed or placed in a computer sale. Some computers may be saved to use for replacement parts.

Goal #6

Use Niche Academy, training checklist and incentive program to ensure new staff are trained properly and current staff revisit training modules to ensure they are up to date on their training. Encourage all staff to continuously learn and discover new ways to assist patrons and improve library services and programs.

Objectives:

1. 2022 - 2027 Continue to renew Niche Academy to assist with staff training.
2. 2022 - 2027 Continue to update the training checklist when changes in procedures and policies occur.
3. 2022 - 2023 Develop an incentive program.
4. 2022 - 2027 Using sections from the training checklist, create training modules to use for refresher courses on a quarterly basis. Each quarter a new training module will be announced. All staff members will focus on the current training module.

Financial Resources and Sustainability

The database line item from the operating budget will support Niche Academy. As we develop the incentive program we will investigate what line items from the operating budget are approved to support the program.

Evaluation

After each training module, staff will be given an evaluation form for continued program improvement.

Professional Development Strategy

When hiring any staff member, the sections of the personnel policy which address equal employment opportunity, disability accommodations and position vacancies will be followed. To attract applicants the library offers several benefits.

- Personal, sick and vacation time is offered to both part-time and full-time employees.
- Aflac is offered at a reduced rate for all employees.
- Health insurance premiums are paid at 90% by the library for full-time employees only.
- INPRS is a mandatory retirement benefit for full-time employees.
- Employee wage scale defines wage ranges for all hourly positions: managers, clerks, and custodians.
- Director and Administrative Assistant are salaried/exempt positions.
- The library board of trustees votes once a year in November on a cost-of-living increase from 1 to 3%.
- Employees are encouraged to participate in workshops and webinars given by Indiana Library Federation, the Indiana State Library, or other approved sources which are supported by the professional development budget.
- Existing staff are encouraged to apply for management positions. Even though the professional development budget does not support tuition reimbursement, flexible schedules and the 3-year certification process is readily accepted by library management.
- Certified staff are required to gain 15 to 20 LEUs per year to ensure having the required 75 to 100 LEUs at the end of the 5-year certification period. This requirement also ensures the cost of the workshops or webinars will be covered by the budget.

* * * Communication Result Report (Dec. 7. 2023 12:45PM) * * *

1)
2)

Date/Time: Dec. 7. 2023 12:43PM

File No.	Mode	Destination	Pg (s)	Result	Page Not Sent
9381	Memory TX	Summitville FAX	P. 1	OK	

Reason for error

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

Agenda

December 11, 2023

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville South Pavilion
- New Business
 - 1. Transfer of Appropriations Resolution
 - 2. Pest Control Prevention and Response Policy
 - 3. Personnel Policy Section: Wage and Salary Administration
 - 4. Materials Selection Policy
 - 5. Photography, Videotaping and Other Recording Devices Policy
 - 6. Long Range Plan
- Director's Report
- Public Comment
- Adjournment

* * * Communication Result Report (Dec. 7. 2023 12:45PM) * * *

1)
2)

Date/Time: Dec. 7. 2023 12:43PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
9380 Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
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* * * Communication Result Report (Dec. 7. 2023 12:43PM) * * *

1)
2)

Date/Time: Dec. 7. 2023 12:43PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
9379 Memory TX	call leader	P. 1	OK	

Reason for error

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

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* * * Communication Result Report (Dec. 7. 2023 12:44PM) * * *

1)
2)

Date/Time: Dec. 7. 2023 12:43PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
9382	Memory TX	Frankton FAX	P. 1	OK	

Reason for error

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

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