

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001

FAX (317) 552-0955

NORTH MADISON COUNTY BOARD OF TRUSTEES

Executive Meeting

6:00pm
1-13-97

CALL TO ORDER

President Linda Sizelove called an executive meeting to order at the Elwood Library Meeting Room, December 9, 1996 at 6:00pm.

CALL FOR QUORUM

Other board members present were: Pam Bohlander, Barbara Abernathy, Beverly Austin, Jerry Kaiser. Also present were Director Kathi Wittkamper and Ass't. Ad. Jan Helpling.

BUSINESS

Kathi reported J. Blume stopped by for an update; "punch list", shelves for the Indiana Room, Open House date, theft protection issue with 3M, movers, etc.

She told board members three estimates have been given her by Klumpps, Harpers and Aero Drapery for window treatments. Board members liked the idea of wood blinds, matched to the cherry wood color and asked Kathi if she would inform Klumpps and Harpers that we are interested in the wood blinds, so that they can give us the correct information.

Kathi explained she would like to convert the micro-film for the Reader-Printer to CD Rom records, therefore, allowing more than one person to access the records at one time.

Linda S. said she thinks we should purchase the two refrigerators for the new building out of the Operating Fund - Furn. & Equip.

PERSONNEL:

Kathi presented the Wage Scale she proposed for adoption Jan. 1997. Much discussion was held re the scale. Board members generally do not like the scale but may vote on a portion of it to take effect until they can put something better in place. Bev A. asked that Kathi look up the wage scale that was put into effect when Steve Martin was Director, saying the director and board worked hard to adopt a new scale. ⁽¹⁹⁹⁰⁾ Jan H. said that the scale is in the files but it is hard to understand where employees fit sometimes and also the board has not followed the wage scale, but instead has adopted their own starting wages for the last few people hired or promoted.

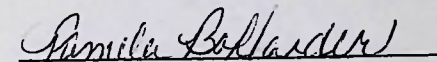
Kathi voiced her concerns about filling Shawn's position and said she thinks it is very important to hire a person with a high interest in genealogy. She has tried to delegate some of the other

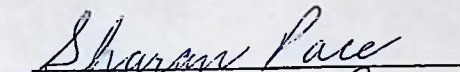
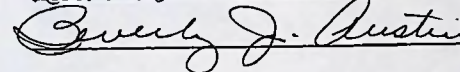
duties for the position to other staff members. Kathi mentioned H. Stunkard and J. Scott are both interested in the position. Bev asked if Jamie did the genealogy part of the position, could Herschell do the other parts?

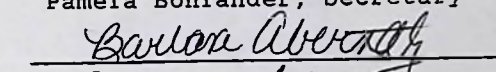
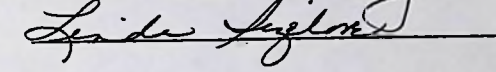
Jerry K. said in his opinion, all part-time employees should start at the same rate.

Kathi informed the board of Emily Davidson's initiative to take a correspondence course to help her with her position. She is very happy with her progress.

Bev Austin and Linda Sizelove feel there are three employees whose hourly rates should be adjusted. After some discussion, Bev A. asked there be notes made of the following amounts to be adjusted: Emily Davidson.....\$8.67, Herschell Stunkard.....\$6.44, Diana Shepard.....\$8.85. She and Linda also asked to see a listing of employees, their positions and number of years in the position.


Pamela Bohlander, Secretary

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001

FAX (317) 552-0955

NORTH MADISON COUNTY BOARD OF TRUSTEES
Regular Meeting for Business
January 13, 1997

CALL TO ORDER

President Linda Sizelove called a meeting to order of the North Madison County Public Library System at 6:00pm in the meeting room of the new Elwood Public Library.

CALL FOR QUORUM

Other board members present were Beverly Austin, Pamela Bohlander, Jerry Kaiser, Brenda Carey, Director Kathi Wittkamper and Assistant Adm. Jan Helpling. Sharan Pace was absent.

MINUTES

December minutes will be approved at the next meeting.

CHECK REGISTER AND CHECKS

Check Register was signed by board members and checks signed by Jerry Kaiser.

OLD BUSINESS

NEW BUSINESS

Building Report - Elwood - Members discussed the reception for the opening of the new library held on Sunday, January 12, 1997. There were approximately 400-500 people present. Many complimentary comments were made about the new building. Patrons enjoyed the reception and open house.

President Sizelove thanked board members for their hard work in the building project. Also thanked Leasing Corporation members for their work and faithfulness to the meetings they were required to have. She then thanked Harold Etchison, Clerk-of-the-Works. She feels the library was fortunate to have him "on the job" on behalf of the new building. Board members suggested we place the daily reports from Harold on the building into a binder to be placed in the time capsule.

Bills - A bill from Inter-Design Group as presented by Jan for \$3,213.43. Beverly Austin made a motion to pay the bill after which there was a question. Don Hill, Leasing Corp. suggested that if the board paid the bill, they ask them to itemize more. Bev Austin withdrew the motion. Don suggested the Leasing Corporation pull out bills and look closely at them, also that Jan call the NCB to check on the balance in the bond account.

Members were concerned about the temperature of the meeting room. President Sizelove felt the library needs clocks.

Jerry Kaiser does not like the arrangement of the Indiana Room only using three Carnegie shelves. Kathi explained we lost handicapped accessibility on one side with the original arrangement. He suggested the fourth shelf be used and placed against the West wall, therefore creating more space to put all four in the room. Kathi also said she was unhappy with the painting of the three shelves finished. Pam Bohlander said she would like the board to give Kathi the authority to look into the painting of the shelves as she sees fit.

Summitville. Brenda Carey stated as of the end of December there is a Standard Form of Agreement now with the contractor. The original bid, she reported, was \$269,547.00 and by going through item by item with Mr. Hazelbaker and the committee, they have brought the cost down to \$235,000. She also mentioned the following changes:

-Modified trusses
-Center section raised but still code.
-Deleted some inside amenities - see Exhibit A
-No additional cabinetry will be built
-Carpet will stay in the meeting room
-Painting will be done throughout the library

Brenda also reported that Mr. Hazelbaker met with representatives from the IU Library. He would like to link our libraries to the IU Library and has some ideas. A committee from IU came to our system for a visit in December. There has been no report from them as yet. Linda asked for memos to be sent to board members when Brenda or Kathi receives information from IU.

Kathi asked the board to consider giving she and Jan Helpling, Ad.Asst. a designated parking place. She asked for two places in the second row behind the handicapped parking places. After discussion, Beverly Austin made a motion to give Kathi permission to designate the two parking spaces. Barbara Abernathy seconded. The motion passed.

Kathi asked the board to encumber from 1996 funds into the 1997 budget \$10,290.20. The breakdown of accounts and amounts is attached. Motion was made to encumber \$10,290.20 from 1996 to 1997 by Beverly Austin, Jerry Kaiser seconded and it passed.

Beverly Austin asked for a current list of periodicals for use at the high school.

Board members decided to hold board meetings the second Wednesday of each month beginning in February - executive meeting to be at 6:00pm and public meeting at 7:00. There will be a meeting of the board on Monday, January 20 at 5:00pm - executive session with a public meeting at 5:30pm.

Beverly Austin made a motion to adjourn. Brenda Carey seconded and the meeting was adjourned.

Brenda Carey
Sharon Pace
Beverly J. Austin

Pamela Bohlander
Pamela Bohlander, Sec'y.
Barbara Abernethy
Linda Hylton

December 31, 1996

TO BOARD OF TRUSTEES:

We would like to encumber the following:

| | | | |
|------------|---|------------|--------------|
| From 421.9 | Office Supplies | \$2,885.84 | |
| P.O. #545 | Library Store | 351.75 | |
| P.O. #541 | Ramsay Bus. Products | 2,417.00 | |
| | Total | \$2,768.75 | |
| From 442 | Furniture & Equipment | | \$5,563.44 |
| P.O. #540 | Furniture City | | 1,325.00 |
| P.O. #549 | Ramsays Bus. Prod. | | 254.34 |
| P.O. #542 | Quill Corporation | | 2,484.90 |
| P.O. #543 | Gaylord | | 650.92 |
| P.O. #547 | Demco | | 806.29 |
| | Total | | \$5,521.45 |
| From 431.9 | Other Professional Serv. | | \$2,076.29 |
| | Contract for Harold Etchison - 1 mo. pay | | 2,000.00 |
| | | Total | \$2,000.00 |
| | Total to Encumber into 1997 from 1996 Funds | | \$ 10,290.20 |

advance

7 January 1997

North Madison County Public Library System Leasing Corporation
124 North 16th Street
Elwood Indiana 46036-1598
Attention: Ms Jan Helping



INVOICE

Total Architectural Development

North Madison County Public Library
IDG No. 950017

For Professional Services Rendered in Accordance
With Owner/Architect Agreement dated 31 March 1992

For Period 15 November 1996 to 7 January 1997

CONSTRUCTION ADMINISTRATION CONTINGENCY
(Amount per 22 May 1996 Minutes - \$14,000)

| | |
|-------------------------|--------------------|
| Previously Paid | \$14,000.00 |
| Balance Remaining | \$11,000.00 |
| SUBTOTAL BALANCE | \$ 3,000.00 |
| Actual Service Provided | \$6,780.58 |

REIMBURSABLE EXPENSES
Per Article 10.2

| | | |
|-------------------|-----------|------------------|
| Postage & Freight | \$ 15.51 | |
| Photocopies | 21.75 | |
| Telephone & Fax | 7.85 | |
| Mileage | \$ 173.32 | |
| SUBTOTAL | | \$ 218.43 |

SUMMARY

| | |
|--------------------------------------|--------------------|
| Basic Service | \$ 3,000.00 |
| Reimbursable Expenses | 218.43 |
| TOTAL AMOUNT DUE THIS INVOICE | \$ 3,218.43 |

The InterDesign Group, Inc.

Joel P. Blum
Joel P. Blum, AIA

As information to the North Madison County Public Library System Leasing Corporation, The InterDesign Group has provided services in the amount of \$6,780.58 this invoice period. We have only invoiced \$3,000.00. It is hoped that \$3,780.58 may be considered at a later date for full or partial payment. Thank you.
Total amount to be considered from December 1996 (\$7,978.77) and January 1997 (\$3,780.58) equals \$11,759.35.

The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46204
317/263-9655
Fax 317/263-9644

NORTH MADISON COUNTY PUBLIC LIBRARY
124 NORTH 16TH STREET
ELWOOD, IN 46036-1598
31-DEC-96

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|------------------------------|
| 015933 | 00903 | BAKER & TAYLOR BOOKS | 2999.49 | 09-DEC-96 | BOOKS - ELWOOD, FRANK., GUM |
| 015934 | 00804 | A E BOYCE CO INC | 11.88 | 09-DEC-96 | FORMS, END OF TR. |
| 015935 | 00805 | BARBARA MCADAMS | 45.51 | 09-DEC-96 | PETTY CASH REIMBURSEMENT |
| 015936 | 00806 | BIRDS & BLOOMS | 12.98 | 09-DEC-96 | SUBSCRIPTION - FRANKTON |
| 015937 | 00807 | CITY WATER & SEWAGE DEPT. | 22.24 | 09-DEC-96 | WATER - ELWOOD |
| 015938 | 00808 | CY DECOSE INC. | 20.99 | 09-DEC-96 | BOOK - FRANKTON |
| 015939 | 00809 | OCLC/FOREST PRESS | 325.00 | 09-DEC-96 | BOOKS, ELWOOD |
| 015940 | 00810 | FURST GROUP, INC. | 42.63 | 09-DEC-96 | LONG DISTANCE |
| 015941 | 00811 | TOWN OF FRANKTON | 46.36 | 09-DEC-96 | UTILITIES, FRANK. |
| 015942 | 00812 | GAYLORD BROS. | 141.35 | 09-DEC-96 | BOOK SUPPLIES |
| 015943 | 00813 | INDIANA GAS COMPANY | 41.02 | 09-DEC-96 | GAS - FRANKTON |
| 015953 | 00823 | MHR CRAFT SHOP | 20.54 | 09-DEC-96 | CRAFT SUPPLIES |
| 015954 | 00824 | NICHIE | 116.39 | 09-DEC-96 | BOOK - ELWOOD |
| 015955 | 00825 | MIDWEST EXCHANGE | 210.25 | 09-DEC-96 | VIDEOS - ELWOOD |
| 015956 | 00826 | MICHAELS' | 35.60 | 09-DEC-96 | SUPPLIES |
| 015957 | 00827 | OXHOOR HOUSE | 8.94 | 09-DEC-96 | BOOK - FRANKTON |
| 015958 | 00828 | POPULAR SUBSCRIPTION SERVICE | 3295.72 | 09-DEC-96 | SUBSCRIPTIONS - 1997 |
| 015959 | 00829 | POLK | 96.00 | 09-DEC-96 | DIRECTORY - TIPTON |
| 015960 | 00830 | INDIANA STATE LIBRARY | 100.00 | 09-DEC-96 | PLAC - 3RD QUARTER |
| 015961 | 00831 | RANSAY BUSINESS PRODUCTS | 511.54 | 09-DEC-96 | OFFICE SUPPLIES |
| 015962 | 00832 | SELECTFORM, INC. | 10.85 | 09-DEC-96 | LEGAL POSTER |
| 015969 | 00814 | JANE A. BECKLEY | 2000.00 | 09-DEC-96 | LEASE PAYMENT - DEC. |
| 015970 | 00815 | INDYNET | 15.00 | 09-DEC-96 | NOV. CHARGE |
| 015971 | 00816 | INFORMATION/REF.GROUP-DISTRI | 131.26 | 09-DEC-96 | BOOKS - ELWOOD |
| 015972 | 00817 | INCOLSA | 650.50 | 09-DEC-96 | READER'S GUIDE - ELWOOD |
| 015973 | 00818 | INDIANAPOLIS NEWSPAPERS INC. | 93.60 | 09-DEC-96 | INDPLS.STAR - FRANKTON |
| 015974 | 00819 | INGRAM DISTRIBUTION GROUP IN | 12.75 | 09-DEC-96 | BOOKS - FRANKTON |
| 015975 | 00820 | LEISURE ARTS | 21.90 | 09-DEC-96 | BOOK - FRANKTON |
| 015976 | 00821 | LIBRARY STORE INC., THE | 191.38 | 09-DEC-96 | BOOK SUPPLIES |
| 015977 | 00822 | MIDWESTERN | 20.00 | 09-DEC-96 | SUBSCRIPTION - FRANKTON |
| 015978 | 00833 | STATE CHEMICAL MANUFACTURING | 440.36 | 09-DEC-96 | CLEANING SUPPLIES |
| 015979 | 00834 | POSTMASTER - SUMMITVILLE | 24.00 | 09-DEC-96 | P.O. BOX RENT |
| 015980 | 00835 | UNIVERSITY BOOK SERVICE | 265.24 | 09-DEC-96 | BOOKS - ELWOOD |
| 015981 | 00836 | UNIQUE BOOKS INC. | 21.56 | 09-DEC-96 | BOOKS - ELWOOD |
| 015982 | 00837 | UPSTART | 90.79 | 09-DEC-96 | SUPPLIES, VIDEO - FRANKTON |
| 015983 | 00838 | UNITOG RENTAL SERVICES | 100.40 | 09-DEC-96 | CLEANING SUPPLIES |
| 015984 | 00839 | INCOLSA | 23.10 | 09-DEC-96 | WILSON DISC DOS PACK |
| 015985 | 00840 | QUILL CORPORATION | 13.96 | 09-DEC-96 | OFFICE SUPPLIES |
| 015985 | 00841 | LIBRARY CORPORATION, THE | 24198.00 | 06-DEC-96 | AUTOMATION EXPENSE |
| 015987 | 00842 | KHART | 310.06 | 06-DEC-96 | VIDEOS, SUPPLIES - SUMMITVIL |
| 015988 | 00843 | AMERITECH | 192.45 | 09-DEC-96 | TELE. - ELWOOD |
| 015989 | 00844 | BAKER & TAYLOR BOOKS | 71.09 | 09-DEC-96 | BOOKS - ELWOOD |
| 015990 | 00845 | GTE NORTH INDIANA OPERATIONS | 126.04 | 09-DEC-96 | TELEPHONE - FRANKTON |
| 015991 | 00846 | NICHIE | 39.11 | 09-DEC-96 | BOOKS - ELWOOD |
| 015992 | 00847 | REVCO D.S., INC. | 50.74 | 09-DEC-96 | SUPPLIES - ELWOOD |
| 015993 | 00850 | STAR FINANCIAL BANK | 2509.16 | 09-DEC-96 | TAXES - FED. & FICA |
| 015994 | 00851 | MADISON COUNTY SCHOOL EMPLOY | 1412.62 | 09-DEC-96 | CREDIT UNION DEDUCTIONS |
| 015995 | 00852 | INDIANA DEFERRED COMPENSATIO | 215.00 | 09-DEC-96 | ANNUITY DEDUCTIONS - P/R 12- |

CHECK REGISTER

----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 31-DEC-96

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| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|-------------------------------|-----------------|------------|------------------------------|
| 015996 | 00855 | STAR FINANCIAL BANK | 2527.90 | 20-DEC-96 | FICA & FED. TAX - P/R 12-20- |
| 015997 | 00856 | INDIANA DEPARTMENT OF REVENUE | 737.45 | 20-DEC-96 | STATE & COUNTY TAXES - P/R 1 |
| 015998 | 00857 | MADISON COUNTY SCHOOL EMPLOY | 1412.62 | 20-DEC-96 | PAYROLL DEDUCTIONS - P/R 12- |
| 015999 | 00858 | DIANA L. SHEPARD | 37.09 | 20-DEC-96 | PETTY CASH REIMBURSEMENT |
| 016000 | 00859 | 22ND STREET HARDWARE | 3.46 | 30-DEC-96 | TOILET PARTS |
| 016001 | 00860 | AHERITECH | 94.85 | 30-DEC-96 | TELE. - SUMMITVILLE |
| 016002 | 00861 | AMERICAN BUSINESS DIRECTORIE | 311.00 | 30-DEC-96 | BOOK - ELWOOD |
| 016003 | 00862 | AMERICAN LIBRARY ASSOCIATION | 33.00 | 30-DEC-96 | BOOK - ELWOOD |
| 016004 | 00863 | AMERICAN ELECTRIC POWER | 512.39 | 30-DEC-96 | ELECTRIC SERV. - ELWOOD, SUM |
| 016005 | 00864 | AT&T | 4.06 | 30-DEC-96 | TELE. - ELWOOD |
| 016006 | 00865 | BON PRINTING | 105.90 | 30-DEC-96 | PRINTING - ELWOOD |
| 016007 | 00866 | BORDERS BOOK SHOP | 924.51 | 30-DEC-96 | BOOKS - ELWOOD |
| 016008 | 00867 | COOK ELECTRIC, INC. | 69.57 | 30-DEC-96 | REPAIR THERMOSTAT - SUMMIT. |
| 016009 | 00868 | CENTRAL IND.COMPUTER CONSULT | 200.00 | 30-DEC-96 | SERVICE & SUPPORT - ELWOOD |
| 016010 | 00869 | ELWOOD PUBLISHING COMPANY IN | 160.60 | 30-DEC-96 | SUBSCRIPT. - FRANKTON & SUMM |
| 016011 | 00870 | FILIP, INC. | 165.50 | 30-DEC-96 | CLEANING SUPPLIES |
| 016012 | 00871 | GROLIER PUBLISHING CO. | 1170.20 | 30-DEC-96 | BOOKS - CHILDREN |
| 016013 | 00872 | INDIANA-AMERICAN WATER CO.,I | 35.19 | 30-DEC-96 | WATER - SUMMITVILLE |
| 016014 | 00873 | INCREDIBLE UNIVERSE | 2481.12 | 30-DEC-96 | EQUIPMENT - ELWOOD, SUMMITVI |
| 016015 | 00874 | INDIANA GAS COMPANY | 364.19 | 30-DEC-96 | GAS - ELWOOD |
| 016016 | 00875 | KNART | 216.76 | 30-DEC-96 | SUPPLIES - ELWOOD, SUMMIT. |
| 016017 | 00876 | H & K CABINET INC. | 2336.25 | 30-DEC-96 | FURNITURE/REFINISHED |
| 016018 | 00877 | HOMAK'S HALLMARK STORE | 6.76 | 30-DEC-96 | SUPPLIES |
| 016019 | 00878 | MIDWEST EXCHANGE | 112.50 | 30-DEC-96 | VIDEOS - ELWOOD |
| 016020 | 00879 | PHYSICIANS' DESK REFERENCE | 66.95 | 30-DEC-96 | BOOKS - ELWOOD |
| 016021 | 00880 | RESEARCH TECHNOLOGY INTERNAT | 4616.00 | 30-DEC-96 | TAPE-CHECK MACHINE - ELWOOD |
| 016022 | 00881 | H.W.WILSON COMPANY | 113.00 | 30-DEC-96 | READER'S GUIDE - ELWOOD |
| 016023 | 00882 | WALDEN BOOK COMPANY | 904.22 | 30-DEC-96 | BOOKS - SUMMITVILLE |
| 016024 | 00883 | POSTMASTER | 296.00 | 30-DEC-96 | STAMPS, POSTAGE METER |
| 016025 | 00884 | INDIANA DEFERRED COMPENSATIO | 215.00 | 30-DEC-96 | PAYROLL DEDUCTIONS - P/R 12- |
| 016026 | 00885 | PUBLIC EMP. RETIREMENT FUND | 7200.34 | 30-DEC-96 | 4TH QTR.PHT. - PERF |
| 016027 | 00886 | LOREN'S SERVICE CENTER ✓ | 269.99 | 30-DEC-96 | MOWER - ELWOOD |
| 016028 | 00887 | HORTON'S & SONS OF ELWOOD | 234.99 | 30-DEC-96 | STEP-LADDER - ELWOOD |
| 016029 | 00888 | FAMILY BOOKSTORE | 241.80 | 30-DEC-96 | BOOKS - FRANKTON |
| 016030 | 00889 | KNART STORE (ANDERSON) | 91.83 | 30-DEC-96 | SUPPLIES - FRANKTON |
| 016031 | 00890 | HARDCO | 1460.00 | 30-DEC-96 | FURNACE - FRANKTON |
| 016032 | 00891 | 22ND STREET HARDWARE | 268.18 | 30-DEC-96 | EQUIPMENT |
| 016033 | 00892 | IDLEWINE LAWNMOWER SALES | 4032.38 | 30-DEC-96 | EQUIPMENT - ELWOOD |
| 016034 | 00893 | CENTRAL INDIANA COMPUTER CON | 14310.00 | 30-DEC-96 | VOID CK. - WRONG AMOUNT |
| 016035 | 00894 | LOREN'S SERVICE CENTER ✓ | 722.45 | 30-DEC-96 | COMPUTERS & PARTS |
| 016036 | 00895 | FILIP, INC. | 4032.38 | 30-DEC-96 | LAWN EQUIPMENT |
| 016037 | 00896 | FILIP, INC. | 2179.13 | 30-DEC-96 | EQUIPMENT |
| 016038 | 00897 | BORDERS BOOK SHOP | 408.22 | 30-DEC-96 | EQUIPMENT |
| 016039 | 00898 | EDWARDS ELECTRICAL & MECHANI | 417.25 | 30-DEC-96 | BOOKS - SUMMITVILLE |
| 016040 | 00899 | WORLD BOOK EDUCATIONAL | 650.00 | 30-DEC-96 | MAINTENANCE - START-UP NEW B |
| 016041 | 00900 | OXFORD UNIVERSITY PRESS | 104.06 | 30-DEC-96 | ENCY. - 22 VOL.SET/ELWOOD |
| 016042 | 00899 | INCREDIBLE UNIVERSE | 186.94 | 30-DEC-96 | ATLAS - ELWOOD BOOKS |
| 016043 | 00899 | | | | COMPUTER SOFTWARE |

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CHECK REGISTER

----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 31-DEC-96

PAGE 3

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------------|--------------|------------------------------|-----------------|------------|----------------------------|
| 016044 | 00903 | IDLEWINE LAWNMOWER SALES | 3720.00 | 30-DEC-96 | MOWER - ELWOOD |
| 016045 | 00904 | NATIONAL CITY BANK, INDIANA | 121000.00 | 31-DEC-96 | SEMIANNUAL LEASE PHT. |
| 016046 | 00905 | CITY OF ELWOOD NON-REVERTING | 776.92 | 31-DEC-96 | HEALTH INS.PREN. - JANUARY |
| 016047 | 00906 | PUBLIC EMP. RETIREMENT FUND | 54.19 | 31-DEC-96 | CORRECTION AMT.-9/30/96 |
| | 00849 | PAYROLL | -4210.53 | 11-DEC-96 | CHECKS 004178-004196 |
| | 00854 | PAYROLL DEDUCTIONS | -4227.11 | 20-DEC-96 | CHECKS 004197-004214 |
| | 00848 | PAYROLL | 9424.95 | 11-DEC-96 | CHECKS 004178-004196 |
| | 00853 | PAYROLL | 9462.69 | 20-DEC-96 | CHECKS 004197-004214 |
| --TOTAL AMOUNT OF CLAIMS-- | | | 230266.99 | | |

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 3 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 230266.99. DATED 13-JAN-97.

Jerry Kaiser
Beverly Austin
Sam Bollender
Shirley Cary

CHECK REGISTER
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 13 JAN 97

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|------------------------------|
| PAYROLL | 00005 | PAYROLL DEDUCTIONS | -4975.65 | 08-JAN-97 | CHECKS 004215-004232 |
| PAYROLL | 00004 | PAYROLL | 11442.77 | 08-JAN-97 | CHECKS 004215-004232 |
| 016048 | 00001 | STAR FINANCIAL BANK | 3108.10 | 08-JAN-97 | FED. & FICA TAXES - P/R 1-8- |
| 016049 | 00002 | MADISON COUNTY SCHOOL EMPLOY | 1589.78 | 08-JAN-97 | CREDIT UNION DEDUCT. P/R 1-8 |
| 016050 | 00003 | INDIANA DEFERRED COMPENSATIO | 240.00 | 08-JAN-97 | ANNUITY DEDUCTIONS - P/R 1-8 |
| 016051 | 00006 | CY DECOSSE INC. | 20.90 | 13-JAN-97 | ARTS & CRAFTS FOR HOME DECOR |
| 016052 | 00007 | AMERITECH | 175.01 | 13-JAN-97 | TELEPHONE - ELWOOD |
| 016053 | 00008 | ANDERSON NEWSPAPERS INC. | 7.63 | 13-JAN-97 | NOTICE TO TAXPAYERS - 12-20- |
| 016054 | 00009 | BAUERS | 10.53 | 13-JAN-97 | SUPPLIES |
| 016055 | 00010 | BARBARA MCADAMS | 44.50 | 13-JAN-97 | MILEAGE |
| 016056 | 00011 | CUSTOMER SERVICE | 51.78 | 13-JAN-97 | BOOKS - FRANKTON |
| 016057 | 00012 | CHRONICLE TRIBUNE | 117.00 | 13-JAN-97 | SUBSCRIPTION - MARION PAPER |
| 016058 | 00013 | CITY WATER & SEWAGE DEPT. | 22.26 | 13-JAN-97 | WATER - ELWOOD |
| 016059 | 00014 | DIANA L. SHEPARD | 48.07 | 13-JAN-97 | PETTY CASH REIMBURSEMENT |
| 016060 | 00015 | FURST GROUP, INC. | 32.68 | 13-JAN-97 | ELWOOD & SUMMITVILLE TELE. |
| 016061 | 00016 | FRONTIER PRESS COMPANY | 399.00 | 13-JAN-97 | BOOKS - FRANKTON |
| 016062 | 00017 | GREEN ACRES | 52.00 | 13-JAN-97 | PLANTER FOR LIBRARY |
| 016063 | 00018 | HARRIS PUBLISHING COMPANY | 14.97 | 13-JAN-97 | BOOK - FRANKTON |
| 016064 | 00019 | HAROLD ETCHISON | 2000.00 | 13-JAN-97 | LAST CONTRACT PNT. - CLERK-0 |
| 016065 | 00020 | HEALTH SCIENCES LIBRARY | 10.00 | 13-JAN-97 | BOOK - ELWOOD |
| 016066 | 00021 | HORTON'S & SONS OF ELWOOD | 33.87 | 13-JAN-97 | SUPPLIES |
| 016067 | 00022 | GALE RESEARCH INC | 332.76 | 13-JAN-97 | BOOKS - ELWOOD |
| 016088 | 00024 | INDIANA GAS COMPANY | 868.29 | 13-JAN-97 | GAS - ELWOOD |
| 016089 | 00025 | KING'S SERVICE CENTER, INC. | 25.00 | 13-JAN-97 | SNOW REMOVAL |
| 016090 | 00026 | KLUHPP WALLPAPER & PAINT CO. | 63.08 | 13-JAN-97 | SUPPLIES |
| 016091 | 00027 | KMART | 48.87 | 13-JAN-97 | SUPPLIES |
| 016092 | 00028 | LIBRARY CORPORATION, THE | 2539.00 | 13-JAN-97 | AUTOHATION EQUIP. |
| 016093 | 00029 | LUCENT TECHNOLOGIES | 48.90 | 13-JAN-97 | TELE. MAINT. |
| 016094 | 00030 | HR. FAX | 79.47 | 13-JAN-97 | FAX PAPER - ELWOOD |
| 016095 | 00031 | HMR CRAFT SHOP | 8.00 | 13-JAN-97 | SUPPLIES |
| 016096 | 00032 | MIDWEST EXCHANGE | 122.55 | 13-JAN-97 | VIDEOS - FRANKTON |
| 016097 | 00033 | HOSER'S AWARDS | 9.10 | 13-JAN-97 | PRINTING - PLAQUE PLATES |
| 016098 | 00034 | OXMOOR HOUSE | 23.91 | 13-JAN-97 | BOOK - ELWOOD |
| 016099 | 00035 | PITNEY BOWES | 133.94 | 13-JAN-97 | POSTAGE METER MAINT. |
| 016100 | 00036 | POSTMASTER - FRANKTON | 13.00 | 13-JAN-97 | POST OFFICE BOX |
| 016101 | 00023 | JANE A. BECKLEY | 2000.00 | 13-JAN-97 | PMT. - LEASE, FRANKTON BLDG. |
| 016102 | 00038 | RAHSAY BUSINESS PRODUCTS | 655.54 | 13-JAN-97 | OFFICE SUPPLIES |
| 016103 | 00039 | REVCO D.S., INC. | 57.46 | 13-JAN-97 | SUPPLIES |
| 016105 | 00040 | STEARNS QUALITY PRINTING | 44.75 | 13-JAN-97 | PAPER/PROGRAMS |
| 016106 | 00041 | TOWN OF FRANKTON | 72.32 | 13-JAN-97 | UTILITIES - FRANKTON |
| 016107 | 00042 | UNIQUE BOOKS INC. | 18.95 | 13-JAN-97 | BOOKS - ELWOOD |
| 016108 | 00043 | UNITOG RENTAL SERVICES | 62.75 | 13-JAN-97 | CLEANING SUPPLIES |

--TOTAL AMOUNT OF CLAIMS-- 21672.84

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 1 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 21672.84. DATED 13-JAN-97.

December 31, 1996

Jerry Hauser
Barbara Obersteth
Beverly Austin
Samela Polkander

Brindley Carey
Linda Lygin

TO BOARD OF TRUSTEES:

We would like to encumber the following:

| | | | |
|------------|---|------------|------------------|
| From 421.9 | Office Supplies | \$2,885.84 | |
| P.O. #545 | Library Store | 351.75 | |
| P.O. #541 | Ramsay Bus. Products | 2,417.00 | |
| | Total | \$2,768.75 | |
| From 442 | Furniture & Equipment | | \$5,563.44 |
| P.O. #540 | Furniture City | | 1,325.00 |
| P.O. #549 | Ramsays Bus. Prod. | | 254.34 |
| P.O. #542 | Quill Corporation | | 2,484.90 |
| P.O. #543 | Gaylord | | 650.92 |
| P.O. #547 | Demco | | 806.29 |
| | Total | | \$5,521.45 |
| From 431.9 | Other Professional Serv. | | \$2,076.29 |
| | Contract for Harold Etchison - 1 mo. pay | | 2,000.00 |
| | | | Total \$2,000.00 |
| | Total to Encumber into 1997 from 1996 Funds | | \$ 10,290.20 |

FINANCIAL REPORT BY FUND
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 31 DEC 96

| FUND # | DESCRIPTION | BEGINNING BALANCE | RECEIPTS THIS MONTH | RECEIPTS YEAR-TO-DATE | DISBURSMENTS THIS MONTH | DISBURSMENTS YEAR-TO-DATE | BALANCE |
|----------------------------|---------------------------|----------------------|------------------------|--------------------------|----------------------------|------------------------------|-----------|
| 100 | OPERATING | 105755.35 | 208445.84 | 753688.31 | 107768.73 | 776795.31 | 206432.46 |
| 103 | LEVY EXCESS FUND | 5252.00 | .00 | 5252.00 | .00 | 4453.00 | 5252.00 |
| 105 | OPERATING FUND INVESTMENT | .00 | .00 | 200000.00 | .00 | 230000.00 | .00 |
| 107 | PLAC | 117.00 | 40.00 | 197.00 | 100.00 | 140.00 | 57.00 |
| 110 | LIRF INVESTMENT | .00 | .00 | .00 | .00 | .00 | .00 |
| 115 | LIRF | 10363.05 | .00 | 10000.00 | .00 | .00 | 10363.05 |
| 120 | GIFT | 16851.94 | 506.00 | 16750.78 | .00 | 5295.37 | 17357.94 |
| 121 | SUMMITVILLE LIBRARY FUND | .00 | .00 | .00 | .00 | .00 | .00 |
| 125 | MEMORIAL | 1007.91 | 100.00 | 315.00 | .00 | 28.75 | 1107.91 |
| 130 | CONSTRUCTION FUND | 16518.92 | 122923.23 | 260442.15 | 121000.00 | 242000.00 | 18442.15 |
| WITHHOLDINGS FROM PAYROLLS | | | | | | | |
| 200.01 | FEDERAL TAX | .00 | .00 | .00 | .00 | .00 | .00 |
| 200.02 | FICA | -.03 | .00 | .00 | .00 | .03 | -.03 |
| 200.03 | STATE TAX | .00 | .00 | .00 | .00 | .00 | .00 |
| 200.04 | COUNTY TAX | .00 | .00 | .00 | .00 | .00 | .00 |
| 200.05 | PERF | 1398.26 | .00 | .00 | 1344.07 | -54.19 | 54.19 |
| 200.06 | CREDIT UNION | .00 | .00 | .00 | .00 | .00 | .00 |
| 200.07 | ANNUITY | .00 | .00 | .00 | .00 | .00 | .00 |
| 200.08 | INSURANCE | .00 | .00 | .00 | .00 | .00 | .00 |
| -TOTAL ALL FUNDS- | | 157264.40 | 332015.07 | 1246645.24 | 230212.80 | 1258658.27 | 259066.67 |

North Madison County Public Library System

124 North 16th Street

• Elwood, Indiana 46036-1598

• (317) 552-5001

FAX (317) 552-0955

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Special Meeting for Business
January 27, 1997
EXECUTIVE SESSION
5:00PM

CALL TO ORDER

CALL FOR QUORUM

- BUSINESS - 1. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d))
- 2. Personnel
(IC 5-14-1.5-6-(b) (6))

PUBLIC MEETING
6:00PM

CALL TO ORDER

CALL FOR QUORUM

- BUSINESS 1. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d))
- a. Hazelbaker Library - Summitville

NORTH MADISON COUNTY BOARD OF TRUSTEES
North Madison County Board of Trustees
Special Meeting For Business
January 27, 1997
6:00pm

CALL TO ORDER

President Linda Sizelove called a special meeting to order at 6:00pm in the Elwood Library Meeting Room on January 27, 1997.

CALL FOR QUORUM

Other board members present were Jerry Kaiser, Brenda Carey, Pam Bohlander, Barbara Abernathy and Sharan Pace. Others present were Jan Helpling, Administrative Assistant, Kathi Wittkamper, Director and Don Hill, NMCPLS Leasing Corporation. Beverly Austin was absent.

BUSINESS

A motion was made by Barbara Abernathy that the board accept the final floor plans for the Summitville Library Addition. Pam Bohlander seconded the motion and the motion was carried. Brenda Carey, Board representative to the Summitville Addition project was present to report on the progress of the plans. She said the work was scheduled to begin January 15. To date, the area has been roped off and ready to begin. As outlined in the contract, bills will be submitted, 10% will be held until half way through the project; at that time the percentage would be dropped to 5% retainage. Jim Wilson asked Brenda if she - as trustee of the funds - would bring a report to the board as part of their agenda. Brenda explained there will be a Certificate of Payment issued, the contractor will inspect the work and certify it has been done. He is liable to the Board of Trustees on the State Permit. She explained the contractor has agreed to be on the job through August.

Barbara asked to discuss the disposition of the Carnegie building. Jerry Kaiser said he has spoken to the mayor about the building and will go through the building with him and Kathi to allow the City to begin planning for their move. Jerry feels the City will have space for us to store some of our furniture until the Summitville project is complete and it can be moved. Jim Wilson said he has been told the City wants to use the basement of the building, however not right away. Barbara said she is concerned about the expense. Linda said she will place the building on the February agenda. *maintaining 2 bldgs.*

Kathi announced the ILF Legislative Day to be held at the Westin Hotel in Indianapolis on February 12. Registration needs to be in

Summitville Community Library

• Elwood Public Library

• Frankton Community Library

by February 3.

Jan Helping brought a photograph proof, taken on the day of the Dedication of the Elwood Library by Joe Overdorf, for board members

to place an order for a picture to be hung in the Elwood Library. Barbara Abernathy will take care of the Board's names being put on the picture.

Jerry Kaiser made a motion for the meeting to be adjourned. Barbara Abernathy seconded and the motion passed.

Pamela Bohlander, Sec'y.

to place an order for a picture to be hung in the Elwood Library.
Barbara Abernathy will take care of the Board's names being put on
the picture.

Jerry Kaiser made a motion for the meeting to be adjourned.
Barbara Abernathy seconded and the motion passed.

Pamela Bohlander, Sec'y.

INDIANA

LIBRARY

FEDERATION

January 17, 1997

Dear Library Director,

The Indiana Library Federation Legislative Day has never been more important, and we need YOU to make it happen. This is our opportunity to tell the story of Indiana's public libraries and promote our needs. Most importantly, we need to tell our legislators how they can help their communities by supporting ILF's Library Legislative Program.

You are important for two reasons:

1. You are the best one to tell your library's story, and
2. Your personal invitation will get your legislator to the table.

You will note from the copy I have enclosed that every legislator is receiving a formal invitation from me. But it will be your personal contact that will actually get them to the event. You are their constituent, aren't you?

Here's how the process will work. Every legislator must be hosted by a library. The sooner you contact your representatives and senators the better we can plan. We are coordinating with John Barnett's office, the ILF legislative advocate, so if a legislator RSVP's there, we will be calling you to secure a host.

The ILF Legislative Day is scheduled for Wednesday, February 12, 1997. Your day will begin at 9:30 a.m. with registration followed by a briefing session on the ILF Legislative Program to give you significant talking points. Although the luncheon is scheduled to begin at 11:30 a.m., the meal will not be served until 12:00 noon. This gives you time to meet your legislators at the Statehouse and bring them to the luncheon. The Technology Showcase will occur during lunch. The afternoon is yours to experience the continuing legislative process at the Statehouse. All registration details are in the brochure enclosed.

February 12 will be an exciting day as library supporters once again storm the Statehouse. We will be counting on YOU!

Thanks,

Sally Otte
Sally Otte, President

Registration Deadline - Feb. 3

Please let me know if you wish to participate in this event. You should be aware that it is scheduled for "Wed Wednesday," and regular board meeting is to be held that night. -Kathi

Indiana Library Federation
**LEGISLATIVE
DAY**

Wednesday,
February 12, 1997



Westin Hotel
Capitol Ballroom II
50 South Capitol Avenue
Indianapolis, Indiana



First Class Mail
U.S. Postage
PAID
Indianapolis, IN
Permit No. 6253

Indiana Library Federation
6408 Carrollton Avenue
Indianapolis, IN 46220
Phone: (317)257-2040

E-Mail: ilf@indy.net
Home Page: <http://www.ilf.com/ilf/ile.html>

Indiana Library Federation Legislative Day Registration Form

One registrant per form -- one for you and one for your legislator. Copy this form as needed.

Name: _____

Library: _____

Address: _____

City, State Zip: _____

Phone: (____) _____ Fax: (____) _____

Registration Fees (includes lunch)

- ILF Member/Legislator - \$20 Non-Member - \$30 Vegetarian Lunch
 Check Mastercard Visa Discover Card

Card #: _____ Exp. Date: _____

Name on Card: _____ Signature: _____

To registers, fill out this form
and return it by February 3, 1997 to:

Indiana Library Federation
6408 Carrollton Avenue
Indianapolis, IN 46220

Phone: (317)257-2040 Fax: (317)257-1393
(Fax credit card registrations only)

I have special needs

If you require assistance, auxiliary aids, or other reasonable accommodations, please check the box above and contact ILF at least two weeks prior to the conference.

- Receipts
 Please send me a receipt for my registration fees.

Indiana Library Federation 1997 Legislative Program

Action Agenda

Public libraries in Indiana receive approximately 81 percent of their monies from local taxes, primarily property taxes. Of the total local property taxes, approximately 2.5 percent are levied for public libraries. Less than 1 percent of total public library funding comes from the state.

■ To assure continued state funding of the technology grants made to Indiana's public libraries at the current or at increased levels.

State funding of technology grants to Indiana's public libraries during the current biennium has resulted in Internet connections for approximately 130 public libraries and new hardware, software, and local area network connections for 173 libraries. Each round of grants has met only half of the requests made. Ongoing funding is essential if public libraries are to play a major role in narrowing the digital divide for Indiana's citizens.

■ To seek state funding for INSPIRE.

INSPIRE will afford all of Indiana libraries, i.e. public, academic, and school, with access to shared on-line databases. The cooperative state-wide effort will maximize tax dollars spent on information retrieval.

■ To increase state funding by \$3 million for support of a statewide reciprocal borrowing program.

The recent Interim Study Committee on Library Issues found the current funding structure for public libraries to be inadequate to provide all Indiana residents equal access to public libraries. The committee recommended increased state support for public libraries in the amount of \$3 million to support cross-district borrowing through a statewide reciprocal borrowing program. This amount of State funds will eliminate the need for the current Public Library Access Card Program. State support of reciprocal borrowing levels the playing field for all Indiana citizens, while compensating those public library districts that are net lenders of library materials.

Issues to Monitor and Defend

- To support efforts to provide library service to all unserved areas.
- To support the ongoing efforts by Indiana's libraries to defend intellectual freedom.
- To oppose legislation that would require fiscal body review of library budgets and bond issues.
- To oppose legislation that would require elected library boards.
- To seek provisions for library appeals for relief from levy limitations.
- To simplify the procedures for establishing and continuing a Library Capital Project Fund.
- To support efforts to ensure proportional distribution to public libraries of the COIT and CAGIT revenues, excise taxes, and other like sources of revenue apportioned among local government entities.

Related Issues of Continuing Concern

- To support continued state funding of Indiana's library networks.
- To support the literacy efforts of such providers of literacy services as adult basic education, schools, libraries, and volunteer literacy programs.
- To support the legislative and administrative efforts of AIME for improved school library media development and funding.
- To support the legislative program of the state university libraries.

As you can see, this is an ambitious agenda. It is important that you attend the ILF Legislative Day to show your support for the agenda and to ask your Indiana State Senators and Representatives in person for their support.

We look forward to seeing you February 12th.

Legislative Day Agenda

9:30 a.m. - 10:00 a.m.

Registration

10:00 a.m. - 11:15 a.m.

Legislative Update

by ILF Legislative Advocates
John Barnett and Carolyn Elliott

11:30 a.m. - 2:00 p.m.

Lunch

&

*Window on the World
Technology Showcase*

✓ Please invite your legislator to the lunch/showcase and send in a separate registration for them.

✓ You are responsible for your legislator's registration fees.

✓ The ILF office will send another formal lunch/showcase invitation to all legislators you have indicated will attend.

Registration Information

- ✓ To register, fill out the form on the back of this panel and return it along with your registration fees to the Indiana Library Federation.
- ✓ Registrations must be postmarked no later than Monday, February 3, 1997.
- ✓ If you require assistance, auxiliary aids, or other reasonable accommodations, please check the appropriate box on the registration form and contact the ILF office at least two weeks prior to the conference.
- ✓ Refunds will be made only upon written request received by the ILF office by January 29, 1997. A service charge will be deducted from each refund.
- ✓ Have questions or need a map to the Westin Hotel? Call the ILF office at (317)257-2000.

| | | | |
|-------------------|--------------------|---------|----------------|
| Post-it® Fax Note | 7671 | Date | # of pages ▶ |
| To | SANDY BURTON | From | JAW Helping |
| Co./Dept. | Elwood Cell-Leader | Co. | Elwood Library |
| Phone # | | Phone # | |
| Fax # | 552-3358 | Fax # | |

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Special Meeting for Business
January 27, 1997
EXECUTIVE SESSION
5:00PM

CALL TO ORDER

CALL FOR QUORUM

BUSINESS - 1. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d)

- 2. Personnel
(IC 5-14-1.5-6-(b) (6)

PUBLIC MEETING
6:00PM

CALL TO ORDER

CALL FOR QUORUM

BUSINESS 1. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d)
a. Hazelbaker Library - Summitville

NORTH MADISON COUNTY BOARD OF TRUSTEES
North Madison County Board of Trustees
Special Meeting For Business
January 27, 1997
6:00pm

CALL TO ORDER

President Linda Sizelove called a special meeting to order at 6:00pm in the Elwood Library Meeting Room on January 27, 1997.

CALL FOR QUORUM

Other board members present were Jerry Kaiser, Brenda Carey, Pam Bohlander, Barbara Abernathy and Sharan Pace. Others present were Jan Helpling, Administrative Assistant, Kathi Wittkamper, Director and Don Hill, NMCPLS Leasing Corporation. Beverly Austin was absent.

BUSINESS

A motion was made by Barbara Abernathy that the board accept the final floor plans for the Summitville Library Addition. Pam Bohlander seconded the motion and the motion was carried.

Brenda Carey, Board representative to the Summitville Addition project was present to report on the progress of the plans. She said the work was scheduled to begin January 15. To date, the area has been roped off and ready to begin. As outlined in the contract, bills will be submitted, 10% will be held until half way through the project; at that time the percentage would be dropped to 5% retainage. Jim Wilson asked Brenda if she - as trustee of the funds - would bring a report to the board as part of their agenda. Brenda explained there will be a Certificate of Payment issued, the contractor will inspect the work and certify it has been done. He is liable to the Board of Trustees on the State Permit. She explained the contractor has agreed to be on the job through August.

Barbara asked to discuss the disposition of the Carnegie building. Jerry Kaiser said he has spoken to the mayor about the building and will go through the building with him and Kathi to allow the City to begin planning for their move. Jerry feels the City will have space for us to store some of our furniture until the Summitville project is complete and it can be moved. Jim Wilson said he has been told the City wants to use the basement of the building, however not right away. Barbara said she is concerned about the expense. Linda said she will place the building on the February agenda.

Kathi announced the ILF Legislative Day to be held at the Westin Hotel in Indianapolis on February 12. Registration needs to be in by February 3.

Jan Helpling brought a photograph proof, taken on the day of the Dedication of the Elwood Library by Joe Overdorf, for board members

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Special Meeting For Business
January 20, 1997
5:00pm

Executive Session held at 5:00pm in the Meeting Room of the Elwood Public Library January 20, 1997.

PERSONNEL DISCUSSED

Public Meeting For Business
5:30pm

CALL TO ORDER

President Linda Sizelove called a meeting to order at 5:30pm in the Elwood Public Library Meeting Room.

CALL FOR QUORUM

Other members present were: Pam Bohlander, Beverly Austin, Barbara Abernathy, Jerry Kaiser, Director Kathi Wittkamper and Ad.Asst. Jan Helpling.

Motion was made by Beverly Austin, seconded by Jerry Kaiser and passed to pay the following project bills:

InterDesign Group, Inc. - \$3,218.43
M. C. Rowe Construction - 42,830.12
M. C. Rowe Construction - 75,487.70

Summitville Project - Beverly Austin asked if anyone had been in touch with Mr. Wilson in regard to the Summitville plans. Barbara Abernathy asked if we needed to approve final plans since we have only accepted preliminary plans to date. Bonding of the Contractor was discussed and board members were concerned that appropriate steps had been taken legally in regard to the project. Board members asked Kathi if she would contact Mr. Wilson to see that we were following all the steps. She also was asked to tell Brenda Carey that the Board requested her to call Mr. Wilson.

A Thank-You was read from Mr. & Mrs. Harold Etchison for a wedding gift.

Pam Bohlander made a motion to adjourn the meeting. Barbara Abernathy seconded the motion and it passed.

Pam Bohlander, Secretary

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Executive Meeting
February 12, 1997
6:00pm

CALL TO ORDER

President Linda Sizelove called an executive meeting to order at 6:00pm on February 12, 1997 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Members present with President. Sizelove were: Beverly Austin, Jerry Kaiser, Pam Bohlander, Sharan Pace, Barbara Abernathy. Brenda Carey was absent.

BUSINESS

Personnel for Elwood was discussed. Board members will offer Herschell Stunkard and Jamie Scott full-time positions at \$7.00 hr. A new part-time clerk will be hired at Summitville at minimum wage. Herhall or Jamie will be asked to back up Jan for bookkeeping. Whoever becomes the back-up person will be allowed to work forty hours during the time they are backing up.

Beverly Austin asked if there was an evaluation of the Director last month while she was absent. After receiving the answer as yes, she asked that a copy be made for each board member and a copy made to be signed by Kathi that she received one.

Job descriptions and a wage scale were discussed. Jerry Kaiser suggested each board member make descriptions and then the board would get together and put together a final draft of each. Beverly Austin said she thought this should be started right away, therefore, a personnel committee was formed of Beverly Austin, Barbara Abernathy and Jerry Kaiser to have a meeting March 5 at 4:00pm.

Sharan Pace
Beverly J. Austin
Linda Sizelove

Pamela Bohlander
Pamela Bohlander, Secretary
Barbara Abernathy

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR MEETING FOR BUSINESS
February 12, 1997
7:00PM

CALL TO ORDER

President Linda Sizelove called a regular business meeting to order at 7:00pm February 12, 1996 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Also attending were members Beverly Austin, Jerry Kaiser, Pam Bohlander, Sharan Pace, Barbara Abernathy, Director Kathi Wittkamper, Administrative Assistant Jan Helpling. Brenda Carey was absent.

APPROVAL OF MINUTES

Board members had not reviewed the minutes because of receiving them tonight, therefore, they will be reviewed for acceptance next month.

CLAIMS REGISTER & CHECKS

Claims register was signed by members and Treasurer Jerry Kaiser signed the checks.

BUILDING REPORT

Summitville - Brenda Carey ask Kathi to report that the architect, Gerald Guy had submitted approximately \$14,000.00 worth of bills so far in the project. Checks will be written from the special account Mr. Hazelbaker opened.

Carolyn Lambertson asked for additional shelving for videos. Kathi said she was checking in the old building for existing shelves which could be moved..

Elwood - There is a large increase in foot traffic in the new building. Mendy Nehrbass has been hired as a temporary part-time employee.

Kathi has a long "punch" list for the new building. Board members told her to get firm and put her foot down, that two months in the building was long enough to be patient for things to be corrected. A hanging file system has been installed in the periodical room. By spring break, materials will be moved.

Barbara Abernathy feels Joel Blum, InterDesign should come to the next meeting to report on the problems and their billing.

Motion was made by Sharan Pace to pay a bill for administrating to National City Bank for \$1,350.00. The motion was seconded by Beverly Austin and passed.

Jerry Kaiser will be the board's representative and take Mayor Jerry Werline through the Carnegie building whenever he is ready. Attorney Jim Wilson informed the board that there is the title company has a copy of the deed to the Carnegie Building. Jerry Kaiser said he thinks we should have a copy of it, therefore it should be requested of Jim Wilson.

Frankton - Kathi presented three quotes for electrical work at Frankton:

| | |
|----------------------|------------|
| Delong Electric..... | \$1,653.75 |
| Green & Co..... | 1,039.00 |
| Carter Electric..... | 1,495.00 |

After a discussion and recommendation from Barbara McAdams for Carter Electric, a motion was made to select Carter Electric to do the work. Motion was seconded by Pam Bohlander.

There were two bids presented for Frankton's roofing problem. They were Craig Roofing - \$993.00 and Leak Systems - \$381.00. The difference is the extent of work they will do to correct the roof. Board members recommended Craig Roofing and a motion was made by Sharan Pace to accept their bid. Motion was seconded by Barbara Abernathy and passed.

Mike Ford of Aero Drapery and Marina Harper of Harpers Furniture in Frankton presented selections and examples of blinds and window coverings for the windows on the South side of the building. Members considered both presentations and asked if they could come back to the March 12 meeting with more figures.

Regarding the Indiana Room rearrangement - Kathi spoke to Chris McComas at InterDesign, who explained that if we would like to arrange the Indiana Room like the original lay-out, he felt there would be no problem with ADA requirements. He explained that it is not necessary to allow access between shelving, if they can make a 360 degree turn at the end of the shelves, it will suffice. Kathi stated she is unhappy with the painting job on the Carnegie shelves and sent a fax to the painting company telling them their invoice would not be paid and she expected them back to look at the work Feb.13. There are two more metal pieces that Kathi would like done in the green color and she will talk to Static-Pro about them. Linda said she would try to be here when he is here.

Kathi is also checking into a stand for the sphere Spencer's is donating to us. Barbara Abernathy suggested N&K cabinetry may want to look at it.

Kathi said the logo that Randy Martin designed will be incorporated into an outdoor sign for the library.

A donation for a six-month subscription to "Topics" Newspaper.

was made to the library. George Mangas donated a wooden Indiana-shaped clock to the Library. Two families in Elwood have each donated \$1,000.00 to the library - one asked that their donation be spent on equipment to care for the building.

Kathi said that the following meetings will be held:

Regional Council Meeting - INCOLSA - March 6, 1997 in Indianapolis.

No. Indiana Admin. Round Table focusing on Policies - Feb.21-97 held in Rochester.

District 8 planning meeting to be held Feb. 21, 1997.

Services Coillition met today at lunch.

Jerry Kaiser made a motion for the meeting to adjourn. Barbara Abernathy seconded and it passed.

Pam Bohlander
Pam Bohlander, Secretary

Sharan Pace
Beverly J. Austin

Barbara Abernathy
Linda Taylor

NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM

CIRCULATION STATISTICS

| | JAN 1996 | JAN 1997 | AMOUNT OF CHANGE | % OF CHANGE | YTD |
|-------------------|-------------|-------------|---------------------|----------------|-------|
| ELWOOD | | | | | |
| ADULT | 2826 | 2203 | -622 | -22% | 2203 |
| JUVEN. | 2265 | 2309 | +44 | +2% | 2309 |
| Y.A. | 0 | 52 | +52 | +100% | 52 |
| PERIO. | 438 | 223 | -215 | -49% | 223 |
| AUDIO | 129 | 82 | -47 | -36% | 82 |
| VIDEO | 1689 | 1365 | -323 | -19% | 1365 |
| TOTAL | 7345 | 6234 | -1111 | -15% | 6324 |
| FRANKTON | | | | | |
| ADULT | 1013 | 1123 | +110 | +11% | 1123 |
| JUVEN. | 652 | 563 | -89 | -14% | 563 |
| PERIO. | 196 | 172 | -24 | -12% | 172 |
| AUDIO | 0 | 12 | +12 | +100% | 12 |
| VIDEO | 822 | 1154 | +332 | +40% | 1154 |
| TOTAL | 2683 | 3024 | +341 | +13% | 3024 |
| HAZELBAKER | | | | | |
| ADULT | 722 | 602 | -120 | -17% | 602 |
| JUVEN. | 363 | 422 | +59 | +16% | 422 |
| PERIO. | 123 | 128 | +5 | +4% | 128 |
| AUDIO | 3 | 5 | +2 | +66% | 5 |
| VIDEO | 458 | 711 | +253 | +55% | 711 |
| TOTAL | 1669 | 1868 | +199 | +11% | 1868 |
| SYSTEM | | | | | |
| ADULT | 4560 | 3928 | -632 | -14% | 3928 |
| JUVEN. | 3280 | 3294 | +14 | +1% | 3294 |
| Y.A. | 0 | 52 | +52 | +100% | 52 |
| PERIOD. | 757 | 523 | -234 | -31% | 523 |
| AUDIO | 132 | 99 | -33 | -25% | 99 |
| VIDEO | 2968 | 3230 | +262 | +9% | 3230 |
| TOTAL | 11697 | 11126 | -571 | -5% | 11126 |

02/07/1997



CRAIG ROOFING COMPANY

P.O. Box 312
Alexandria, IN 46001
PHONE: 317-754-8389

P.O. Box 88
Marion, IN 46952
PHONE: 317-884-7717

RICHARD BRICKER, President *Over 32 Yrs. Experience* MAX ABLES, Consultant

FAX COVER SHEET

DATE SENT: 2/7/97 TIME SENT: 1:30 p.m.
TO: Kathi Wittkammer FAX NUMBER: 552-0955
COMPANY NAME: N. Madison Ct. Public Library System

FROM: Craig Roofing/Dan Roeder
SUBJECT: Roofs, Frankton Library & Bank

NUMBER OF PAGES INCLUDING COVER SHEET: 4

MESSAGE: _____

CRAIG ROOFING COMPANY



P.O. Box 312
Alexandria, IN 46001
PHONE: 317-754-8389 - *Archie*

P.O. Box 95
Marion, IN 46952
PHONE: 317-664-7717

RICHARD BRICKER, President *Over 32 Yrs. Experience* MAX ABLES, Consultant

N. Madison Co. Public Library System
1600 Main Street
Elwood, IN 46036

February 7, 1997
Phone: 552-5001

ATTN: Kathi Wittkamper

RE: Roof Patch - Frankton Bank & Library (111 & 113 Sigler St.)

Scope of Work:

1. Tear off old & damaged flashing.
2. Install new flashing.
3. Patch & repair roof area as needed using SP-4 Modified Roofing System.
4. Flash all roof penetrations using Winter Grade Roof System.
5. Cost \$993.00 (Balance due upon completion.)

NOTE: Any sheeting that may need replacing will be an additional charge of: 1" X 6" decking; \$1.65 per sq. ft.
Plywood decking AND, OR OSB decking; 85 cents per sq. ft.

Roofing Consultant; Dan Roesler

Respectfully,

R.L. Bricker, Pres.

R.L. Bricker, President

*Spoke w/Hanna (ap?) 1:15pm 2/24/97
to confirm work on this proposal (\$993-)*

CRAIG ROOFING COMPANY

P.O. Box 312
Alexandria, IN 46001
PHONE: 317-754-8389

P.O. Box 95
Marion, IN 46952
PHONE: 317-664-7717

RICHARD BRICKER, President *Over 32 Yrs. Experience* MAX ABLES, Consultant

N. Madison Co. Public Library System
1600 Main Street
Elwood, IN 46036

February 7, 1997

Phone: 552-5001

ATTN: Kathi Wittkamper

RE: New Roof - Frankton Bank & Library (111 & 113 Sigler St.)

SPECIFICATIONS:

U.S. INTEC. Modified Roofing System

Scope of Work:

1. Clean roof of any debris and apply an Asphalt Primer to the existing roof.
2. Heat Weld into place U.S. INTEC. Modified Roofing BRAI SP-4.
3. Install New Flashing to all roof penetrations.
4. Coat Out entire roof with a Fibered Aluminum roof coating.
5. All workmanship will be done in a professional manner.
6. Previous job locations and references provided upon request.
7. Workman's Compensation and Liability Insurance provided by Craig Roofing. (Certificate provided upon request.)
8. U.S. INTEC. will provide a 12 YEAR Labor & Material Warranty.
9. Price \$4,693.00 (Balance due upon completion.)

NOTE: Any sheeting that may need replacing will be an additional charge of: 1" X 6" decking; \$1.65 per sq. ft.
Plywood decking AND, OR OSB decking; 85 cents per sq. ft.

Roofing Consultant; Dan Roesler

Respectfully,

R.L. Bricker, Pres.

R.L. Bricker, President

CRAIG ROOFING COMPANY



P.O. Box 312
Alexandria, IN 46001
PHONE: 317-754-8389

P.O. Box 95
Marion, IN 46952
PHONE: 317-664-7717

RICHARD BRICKER, President *Over 32 Yrs. Experience* MAX ABLES, Consultant

N. Madison Co. Public Library System
1600 Main Street
Elwood, IN 46036

February 7, 1997

Phone: 552-5001

ATTN: Kathi Wittkamper

RE: New Roof - Frankton Bank & Library (111 & 113 Sigler St.)

SPECIFICATIONS:

2 Ply Build-Up Roofing System

Scope of Work:

1. Parapets on N/E & West end of building to be tore out.
2. Over the existing roofing membrane, apply a 2 Ply Fiberglass Felt with each ply receiving a separate application of Hot Asphalt.
3. Install New Flashings.
4. Flash all Roof Penetrations.
5. Coat out entire roof area using Hot Asphalt.
6. All workmanship will be done in a professional manner.
7. Previous job locations and references provided upon request.
8. Workman's Compensation and Liability Insurance provided by Craig Roofing. (Certificate provided upon request.)
9. Contractors Installation Warranty: 2 Years
10. Cost \$2,293.00 (Balance due upon completion.)

NOTE: Any sheeting that may need replacing will be an additional charge of: 1" X 6" decking; \$1.65 per sq. ft.
Plywood decking AND, OR OSB decking; 85 cents per sq. ft.

Roofing Consultant; Dan Roesler

Respectfully,

R. L. Bricker, Pres

R.L. Bricker, President

LEAK SYSTEMS

552-8062
or 1-800-805-8400
200 S. Anderson St. Elwood

PROPOSAL

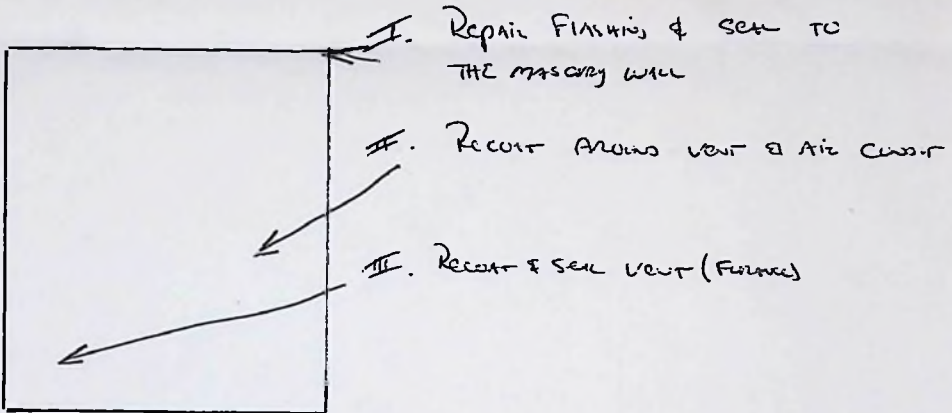
Page No. 1
of 1 Pages

FINISHING • SIDING • HOME IMPROVEMENTS

Attn: Cathy Wilkerson

| | | | |
|--------------------------------------|--|----------|----------------|
| PROPOSAL SUBMITTED TO: | | PHONE | DATE 2-4-97 |
| NAME NATIONAL City Bank / Library | | JOB NAME | |
| STREET | | STREET | |
| CITY Frankton | | CITY | STATE |
| STATE IA | | | |

We hereby submit specifications and estimate for:



- Estimated start date First Day Day Estimated finish time 1/2 Day
These figures are barring Acts of God or circumstances beyond our control.
- This contract is legal and binding. If a court action should ensue, LEAK SYSTEMS INC. will not be responsible for customers legal expenses and the customer will accept any legal cost LEAK SYSTEMS INC. incurs in regard to this matter.

We hereby propose to furnish labor and materials - complete in accordance with the above specifications, for the sum of

dollars (\$ 381⁰⁰) with payment to be made as follows:

Upon completion

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, accident or delays beyond our control. This proposal subject to acceptance within _____ days and is void thereafter at the option of the undersigned.

Authorized Signature _____

ACCEPTANCE OF PROPOSAL

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

ACCEPTED:

Signature _____

DATE _____ Signature _____

NATIONAL CITY BANK OF INDIANA
 CORPORATE TRUST DEPT
 124 NORTH 16TH ST
 INDIANAPOLIS IN 46255

National City

National City Bank of Indiana
 One National City Center
 Indianapolis, IN 46255
 (317) 257-8872
 Fax (317) 257-7658

Ann Forey
 Assistant Vice President, Trust C

January 14, 1997

Ms. Jan Helpling
 Elwood Library
 1600 Main Street
 Elwood, IN 46036

Re: North Madison County Public Library Leasing Corporation First Mortgage Bonds,
 Series 1995

Dear Jan:

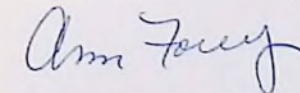
Congratulations on the completion of the Elwood Library. Upon completion, the following items are due to be filed with the Trustee in accordance with Section 3.01 of the Trust Indenture:

* An affidavit executed by the President or Vice President and Secretary of the Leasing Corporation stating that the property is free of all liens, encumbrances, and claims whatsoever, excepting only current taxes not in default, this Indenture, the Lease and liens or potential liens arising from disputed claims of contractors and work to be repaired as set out therein.

* An Affidavit of Completion executed by the President and Secretary of the Leasing Corporation, the architect or engineer, and an officer of the Lessee, stating that the building has been completed and is ready for occupancy.

Please furnish the above affidavits as soon as possible. Again, congratulations on the new library. I hope to get there soon for a visit.

Sincerely,



Ann M. Forey
 Assistant Vice President
 Corporate Trust Department
 (317)267-8872

cc: Mr. James Wilson

NOTE

PLEASE RETURN COPY 2 WITH YOUR
 PAYMENT TO INSURE PROPER CREDIT
 MAKE CHECKS PAYABLE TO:

NATIONAL CITY BANK OF INDIANA
 IF PAYMENT IS TO BE MADE DIRECTLY FROM THE
 ACCOUNT, PLEASE SIGN COPY 2 AND RETURN.

ACCOUNT NUMBER
 0775 36-M017-026

NORTH MADISON COUNTY PUBLIC LIBRARY
 SYSTEM LEASING CORPORATION
 124 NORTH 16TH ST
 ELWOOD IN 46036-1595

ACCOUNT

NORTH MADISON COUNTY PUBLIC LIBRARY
 LEASING CORP FIRST MORTGAGE BOND SRS 1995

FOR SERVICE / EXPENSE AS TRUSTEE OR AGENT FOR THE PERIOD OF
 THROUGH 01/02/1997

DATE

| DATE | CATEGORY | NUMBER | RATE | BILLED AMOUNT |
|--|------------------------|--------|-------------------|-------------------|
| 1/02/1997 | CERTIFICATES ISSUED | 11 | 1.0000 | \$11.00 |
| | CERTIFICATES CANCELLED | 10 | 1.0000 | \$10.00 |
| | ACTIVE SECURITYHOLDERS | 11 | 3.0000 | \$33.00 |
| | ADMINISTRATIVE | | | \$1,000.00 |
| | TOTAL FEES | | | \$1,054.00 |
| | MINIMUM FEE APPLIED | | | \$1,350.00 |
| **PAYABLE FROM ACCOUNT UPON PRESENTATION OF REQUIRED AFFIDAVIT** | | | | |
| ***IF TOTAL FEES ARE LESS THAN OUR MINIMUM, A MINIMUM FEE HAS BEEN CHARGED. PLEASE PAY AMOUNT DUE*** | | | | |
| | | | AMOUNT DUE | \$1,350.00 |

PAYMENT ENCLOSED

PAY FROM ACCOUNT

AUTHORIZED SIGNATURE

TITLE

DATE

WHITE CUSTOMER COPY

YELLOW RETURN COPY

PINK & GOLDENROD: FILE COPY

BINGHAM, FARRER & WILSON

A PROFESSIONAL CORPORATION
ATTORNEYS AT LAW
P.O. Box 494
ELWOOD, INDIANA 46036

MICHAEL E. FARRER
JAMES W. WILSON

(317) 552-9878

DAN M. BINGHAM
1950-1981

January 28, 1997

Ms. Kathi Wittkamper, Director
North Madison County Public Library System
1600 Main street
Elwood, IN 46036

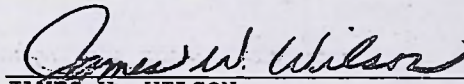
RE: Ownership/ Old Library Building

Dear Kathi:

Thank you for faxing to me a copy the copies of this firm's letter to a prior director in 1991. Please, make the information available to the next general meeting of the board of directors relative the ownership of the Library building. As you are aware, there is a Certificate of Ownership prepared by Rowland Title, Inc. which specifically places the ownership of the building with the City of Elwood, In.. I do not have the particular deed in question, but it is clear that the abstract company has certified the city's ownership. If your board members are still concerned about this issue, I will be glad to go back to the title company itself, and have the title company give us a copy of the deed in question.

Sincerely,

BINGHAM, FARRER & WILSON, P.C.



JAMES W. WILSON

JWW/k1

NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM

CIRCULATION STATISTICS

| | JAN 1996 | JAN 1997 | AMOUNT OF CHANGE | % OF CHANGE | YTD |
|-------------------|--------------|--------------|---------------------|----------------|--------------|
| ELWOOD | | | | | |
| ADULT | 2826 | 2203 | -622 | -22% | 2203 |
| JUVEN. | 2265 | 2309 | +44 | +2% | 2309 |
| Y.A. | 0 | 52 | +52 | +100% | 52 |
| PERIO. | 438 | 223 | -215 | -49% | 223 |
| AUDIO | 129 | 82 | -47 | -36% | 82 |
| VIDEO | 1689 | 1365 | -323 | -19% | 1365 |
| TOTAL | 7345 | 6234 | -1111 | -15% | 6324 |
| FRANKTON | | | | | |
| ADULT | 1013 | 1123 | +110 | +11% | 1123 |
| JUVEN. | 652 | 563 | -89 | -14% | 563 |
| PERIO. | 196 | 172 | -24 | -12% | 172 |
| AUDIO | 0 | 12 | +12 | +100% | 12 |
| VIDEO | 822 | 1154 | +332 | +40% | 1154 |
| TOTAL | 2683 | 3024 | +341 | +13% | 3024 |
| HAZELBAKER | | | | | |
| ADULT | 722 | 602 | -120 | -17% | 602 |
| JUVEN. | 363 | 422 | +59 | +16% | 422 |
| PERIO. | 123 | 128 | +5 | +4% | 128 |
| AUDIO | 3 | 5 | +2 | +66% | 5 |
| VIDEO | 458 | 711 | +253 | +55% | 711 |
| TOTAL | 1669 | 1868 | +199 | +11% | 1868 |
| SYSTEM | | | | | |
| ADULT | 4560 | 3928 | -632 | -14% | 3928 |
| JUVEN. | 3280 | 3294 | +14 | +1% | 3294 |
| Y.A. | 0 | 52 | +52 | +100% | 52 |
| PERIOD. | 757 | 523 | -234 | -31% | 523 |
| AUDIO | 132 | 99 | -33 | -25% | 99 |
| VIDEO | 2968 | 3230 | +262 | +9% | 3230 |
| TOTAL | 11697 | 11126 | -571 | -5% | 11126 |

Elwood Public Library

1st Min. Blinds for So Side

4@ 120⁰⁰ 480.⁰⁰

5@ 109⁰⁰ 545.⁰⁰

1 - 96.⁰⁰

1121.⁰⁰

Out out 72.⁰⁰

1193.⁰⁰

Draw 119.⁰⁰

1074.⁰⁰

Harper Window Treatm
208 Sigler St
Frankton IN 46044

(765) 754-7511

North Madison County Public Library System December 2, 1996
124 North 16th Street
Elwood, IN 46036
ATTN: Kathi Wittkamper/Director


Kathi:

Thanks for calling Aero Drapery-we appreciate the opportunity to compete for your business. Our products would look great in your new building. Your options and costs are as follows:

| | |
|--|-----------|
| Option #1: 1" metal blinds(.008 guage) | |
| 26 blinds to fit lower portion | |
| of each window | 980.00 |
| Installation | 104.00 |
| | \$1084.00 |
| Option #2: Light blocking roll shades | |
| 26 shades to fit upper | |
| portion of each window | 1560.00 |
| Installation | 78.00 |
| | \$1638.00 |
| Option #3: 1" wood blinds(hardwood | |
| with cherry wood finish) | |
| 26 blinds to fit lower portion | |
| of each window | 4650.00 |
| Installation | 104.00 |
| | \$4754.00 |

Sincerely,

Mike Ford

 C. S. BRUGGER
1522 Oakland Ct.
Elwood, IN
46036-2717

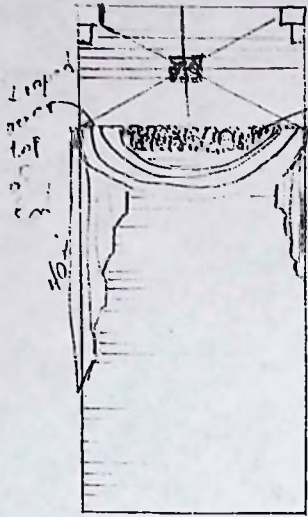
Garnetta Brugger
1522 Oakland Ct.
Elwood, IN 46036

11 Feb 1997

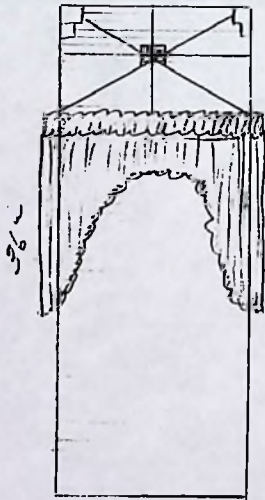
To Elwood Public Library -
\$1000.00 To be used
As the Board directs.

Cliff S. Brugger
Garnetta D. Brugger

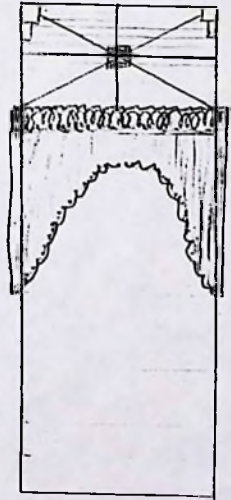
Optional Toppers for Indiana Rm.



5 1/2' 5 1/2' Pan
Approximate cost
450⁰⁰ for both



Approximate cost
325⁰⁰ for both



North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001
FAX (317) 552-0955

PAGE 1

EXPENDITURES TO BE ALLOWED
----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
124 NORTH 16TH STREET
ELWOOD, IN 46036-1598
12 FEB 97

TO : KATHI

FEB. 3, 1997

FROM : GLENNA

RE : WINDOW TREATMENT FOR TECH. SERVICE

We have no particular preference for the type or style of window treatment, but something has to cover the "British flag" portion of the window. That portion is the one we have the most problem with in the afternoons.

THANKS

G. Hoover

Kathi 2/3/97
You may send (submit) this at the Feb board meeting. Pam Babkender + Barbara
Obviously see review of the problem (Sunday Dedication)
They're the ones I told I was ready to put up with. I'd work afternoons we can't work at about a prime best -
Murray at weekend.
Glenna

| NARRATIVE NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|------------------------------------|--------------|------------------------------|-----------------|------------|-------------------------------|
| -----PAID AFTER BOARD MEETING----- | | | | | |
| PAYROLL | 00044 | PAYROLL | 111.91 | 13-JAN-97 | CHECKS 004230-004234 |
| PAYROLL | 00045 | PAYROLL DEDUCTIONS | -14.75 | 13-JAN-97 | CHECKS 004230-004234 |
| 016109 | 00046 | DIANA L. SHEPARD | 35.05 | 22-JAN-97 | REIMBURSEMENT PETTY CASH |
| 016110 | 00047 | DIANA SHEPARD | 15.00 | 22-JAN-97 | MILEAGE |
| 016111 | 00048 | INFORMATION/REF.GROUP- | 130.58 | 22-JAN-97 | BOOK - ELWOOD |
| 016112 | 00049 | BAKER & TAYLOR BOOKS | 819.59 | 22-JAN-97 | BOOKS, ELWOOD, FRANKTON |
| 016113 | 00050 | STAR FINANCIAL BANK | 2627.53 | 22-JAN-97 | FED. & FICA TAX - P/R 1-22-97 |
| 016114 | 00051 | INDIANA DEPARTMENT OF | 835.19 | 22-JAN-97 | STATE & COUNTY TAX - MD. OF |
| 016115 | 00052 | CITY OF ELWOOD NON-REV | 776.92 | 22-JAN-97 | PREMIUM FOR FEB./STEWART & F |
| 016116 | 00053 | MADISON COUNTY SCHOOL | 1466.07 | 22-JAN-97 | CREDIT UNION DEDUC.P/R 1-22- |
| 016117 | 00054 | INDIANA DEFERRED COMPE | 240.00 | 22-JAN-97 | ANNUITY DEDUCTIONS - P/R 1-2 |
| PAYROLL | 00055 | PAYROLL | 9800.30 | 22-JAN-97 | CHECKS 004235-004232 |
| PAYROLL | 00056 | PAYROLL DEDUCTIONS | -4377.92 | 22-JAN-97 | CHECKS 004235-004232 |
| 016118 | 00057 | MOSER'S AWARDS | 297.00 | 22-JAN-97 | BOOKMARKS - DEDICATION |
| 016065 | 00058 | HEALTH SCIENCES LIBRAR | .00 | 13-JAN-97 | CORRECT ACCT. NO. |
| 016098 | 00059 | OXHOOR HOUSE | .00 | 13-JAN-97 | CORRECT ACCOUNT NO. |
| 016063 | 00060 | HARRIS PUBLISHING COMP | .00 | 13-JAN-97 | TO CORRECT ACCOUNT NO. |
| 016037 | 00061 | FILIP, INC. | -2179.13 | 13-JAN-97 | VOID CHECK #016037/WRONG AMO |
| --TOTAL-- | | | 10583.34 | | |
| -----CURRENT EXPENDITURES----- | | | | | |
| 016119 | 00064 | STAR FINANCIAL BANK | 2633.76 | 05-FEB-97 | FED. & FICA TAX - P/R 2-5-97 |
| 016120 | 00065 | MADISON COUNTY SCHOOL EMPLOY | 1469.06 | 05-FEB-97 | CREDIT UNION DEDUCTIONS - 2- |
| 016121 | 00066 | INDIANA DEFERRED COMPENSATIO | 298.00 | 05-FEB-97 | ANNUITY DEDUCTIONS - P/R 2-5 |
| 016122 | 00067 | POSTMASTER | 52.00 | 05-FEB-97 | STAMPS - BRANCHES |
| 016123 | 00068 | AMERICAN ELECTRIC POWER | 1429.74 | 12-FEB-97 | ELECTRIC - ELWOOD, SUMMITVIL |
| 016124 | 00069 | AMERITECH | 455.94 | 12-FEB-97 | TELEPHONE - ELWOOD, SUMMIT. |
| 016125 | 00070 | BAKER & TAYLOR BOOKS | 2778.53 | 12-FEB-97 | BOOKS - ELWOOD, FRANKTON, SU |
| 016126 | 00071 | BON PRINTING | 66.00 | 12-FEB-97 | AUTHOR & TITLE SLIPS |
| 016127 | 00072 | BORDERS BOOK SHOP | 74.96 | 12-FEB-97 | BOOKS - ELWOOD |
| 016128 | 00073 | A E BOYCE CO INC | 79.05 | 12-FEB-97 | REC'T.BOOKS, FORMS |
| 016129 | 00074 | CAROLYN LAMBERTSON | 30.00 | 12-FEB-97 | MILEAGE |
| 016130 | 00075 | CINDA HORINE | 15.00 | 12-FEB-97 | MILEAGE |
| 016131 | 00076 | CHRONICLE TRIBUNE | 117.00 | 12-FEB-97 | SUBSCRIP. - SUMMITVILLE |
| 016132 | 00077 | CITY WATER & SEWAGE DEPT. | 23.22 | 12-FEB-97 | WATER - 124 NO. 16TH (FINAL |
| 016133 | 00078 | CUSTOMER SERVICE | 38.86 | 12-FEB-97 | BOOKS - FRANKTON |
| 016134 | 00079 | CY DECOSSE INC. | 20.90 | 12-FEB-97 | BOOK - FRANKTON |
| 016135 | 00080 | CENTRAL IND.COMPUTER CONSULT | 513.97 | 12-FEB-97 | COMPUTER CONSULTING,EQUIPMEN |
| 016136 | 00081 | CONGRESSIONAL QUARTERLY INC. | 26.18 | 12-FEB-97 | BOOK - ELWOOD |
| 14137 | 016142 | FURNITURE CITY | 1325.00 | 12-FEB-97 | REFRIGERATORS |
| 14143 | 016144 | JANE A. BECKLEY | 2000.00 | 12-FEB-97 | LEASE PNT. ON FRANKTON BLDG. |
| 14144 | 016150 | INDYNET | 30.00 | 02-FEB-97 | DEC. SHAN. SERVICE |
| 14145 | 016151 | INCOLSA | 816.40 | 12-FEB-97 | UNEMPLOYMENT COMP. POOL |
| 016153 | 00082 | DENCO | 894.29 | 12-FEB-97 | SUPPLIES, EQUIPMENT |
| 14147 | 016155 | INDIANA CHAMBER OF COMMERCE | 15.00 | 12-FEB-97 | BOOK - ELWOOD |
| 016154 | 00083 | DIANA L. SHEPARD | 40.86 | 12-FEB-97 | PETTY CASH REIMBURSEMENT |

EXPENDITURES TO BE ALLOWED
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1595
 12 FEB 97

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|------------------------------|
| 16148 | 00084 | INFORMATION/REF.GROUP-DISTRI | 361.68 | 12-FEB-97 | BOOKS - ELWOOD |
| | 00084 | ELWOOD FIRE EQUIPMENT COMPAN | 106.50 | 12-FEB-97 | FIRE EQUIPMENT SERVICE |
| 16149 | 00101 | INGRAM DISTRIBUTION GROUP IN | 417.03 | 12-FEB-97 | BOOKS - ELWOOD, FRANK., SUHM |
| 16150 | 00102 | FILIP, INC. | 1029.85 | 12-FEB-97 | PORTABLE CLEANING MACHINE |
| | 00086 | ELWOOD PUBLISHING COMPANY IN | 660.86 | 12-FEB-97 | SUBSCRIP.- ELWOOD, ADS |
| | 00086 | FILIP, INC. | 237.12 | 12-FEB-97 | CLEANING SUPPLIES |
| 16151 | 00103 | KIDSOFIT, L.L.C. | 150.70 | 12-FEB-97 | CHILDREN'S GAMES- SUHM. |
| | 00086 | FURST GROUP, INC. | 14.17 | 12-FEB-97 | LONG DIST. - ELWOOD, SUHMIV |
| 16152 | 00104 | KMART | 424.64 | 12-FEB-97 | SUPPLIES, EQ., VIDEOS |
| | 00089 | GTE NORTH INDIANA OPERATIONS | 249.56 | 12-FEB-97 | TELE. - ELWOOD |
| | 00090 | TOWN OF FRANKTON | 144.53 | 12-FEB-97 | UTILITIES - FRANKTON LIB. |
| | 00091 | GAYLORD BROS. | 367.07 | 12-FEB-97 | BOOK PROCESSING, SUPPLIES, E |
| | 00092 | HOMEWORKS, INC. | 209.95 | 12-FEB-97 | ALGEBRA VIDEOS |
| | 00093 | HORTON'S & SONS OF ELWOOD | 96.72 | 12-FEB-97 | SUPPLIES |
| | 00097 | INDIANA GAS COMPANY | 1290.66 | 12-FEB-97 | GAS - 124 NO.16TH & 1600 HAI |
| | 00105 | LIBRARY CORPORATION, THE | 1000.00 | 12-FEB-97 | TRAINING - CIRCULATION |
| | 00106 | LIBRARY STORE INC., THE | 322.40 | 12-FEB-97 | BOOK PROCESSING SUPPLIES |
| | 00107 | MCCORMACK PRINTING IMPRESSIO | 75.42 | 12-FEB-97 | POSTCARDS - SUMMIT. |
| | 00108 | MUNCIE OFFICE SUPPLY | 70.00 | 12-FEB-97 | TONER - COPIER |
| | 00109 | MICHIE | 39.56 | 12-FEB-97 | BOOK - ELWOOD |
| | 00110 | MANIFOLD REFUSE, INC. | 41.00 | 12-FEB-97 | TRASH PICK-UP FRANKTON/GTR. |
| | 00111 | MICROMARKETING ASSOCIATES | 81.98 | 12-FEB-97 | VIDEOS - ELWOOD |
| | 00118 | ANDERSON NEWSPAPERS INC. | 45.30 | 12-FEB-97 | AD - APPLICATION |
| | 00112 | MIDWEST EXCHANGE | 354.95 | 12-FEB-97 | VIDEOS - ELWOOD, FRANKTON |
| | 00113 | OXMOOR HOUSE | 14.97 | 12-FEB-97 | BOOK - FRANKTON |
| | 00114 | POPULAR SUBSCRIPTION SERVICE | 10.98 | 12-FEB-97 | ADDTN'L.SUBSCRIP. |
| | 00115 | QUILL CORPORATION | 957.95 | 12-FEB-97 | OFFICE SUPPLIES, EQUIP. |
| | 00116 | READER'S DIGEST ASSOC., INC. | 22.46 | 12-FEB-97 | MAGAZINE SUB. - SUHM. |
| | 00117 | READER'S DIGEST ASSOCIATION | 13.46 | 12-FEB-97 | SUBSCRIP - ELWOOD |
| | 00119 | REVCO D.S., INC. | 85.33 | 12-FEB-97 | SUPPLIES |
| | 00120 | RAWBAY BUSINESS PRODUCTS | 3575.25 | 12-FEB-97 | EQUIP., SUPPLIES |
| 16158 | 00126 | WALKER'S MANUAL, LLC | 75.00 | 12-FEB-97 | BOOK - ELWOOD |
| | 00121 | SPECIALTY STORE SERVICES, IN | 107.38 | 12-FEB-97 | SUPPLIES |
| | 00122 | STATE CHEMICAL MANUFACTURING | 129.54 | 12-FEB-97 | CLEANING SUPPL |
| | 00123 | UPSTART | 33.64 | 12-FEB-97 | SUPPLIES - SUMMITVILLE |
| | 00124 | UNIVERSITY BOOK SERVICE | 331.47 | 12-FEB-97 | BOOKS - ELWOOD |
| | 00125 | UNITOD RENTAL SERVICES | 31.00 | 12-FEB-97 | CLEANING SUPPLIES |
| | 00128 | WORLD ALMANAC EDUCATION | 47.44 | 12-FEB-97 | BOOKS, SUPP - FRANKTON |
| | 00129 | WORLD BOOK EDUCATIONAL | 659.00 | 12-FEB-97 | ENCYCPOE -ELWOOD CHILDREN'S |
| | 00130 | SHARON FOUTS | 16.50 | 12-FEB-97 | MILEAGE |
| | 00063 | PAYROLL DEDUCTIONS | -4463.69 | 05-FEB-97 | CHECKS 004253-004379 |
| | 00042 | PAYROLL | 5671.73 | 05-FEB-97 | CHECKS 004253-004379 |
| | | --TOTAL-- | 34545.60 | | |
| | | PRIOR MONTH TOTALS | 10593.34 | | |
| | | CURRENT MONTH TOTALS | 34545.60 | | |
| | | GRAND TOTALS | 45128.94 | | |

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 2 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 45128.94. DATED 12-FEB-97.

Jerry Kasser
Barbara Abernathy
Patricia Burkhardt
Sharon Pace

Beverly Austin
Linda Anglen

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

February 12, 1997

TO: Board of Trustees REPORT FOR BOARD OF FINANCE MEETING

Attached is a copy of our Investments for 1996.

Operating Balance in the Operating Fund 12-31-96 was \$182,822.08

| | |
|----------------------------------|-----------|
| Balance in the Levy Excess Fund | 5,252.00 |
| Balance in the PLAC Fund | 78.00 |
| Balance in the LIRF Fund | 10,363.05 |
| Balance in the Gift Fund | 17,577.94 |
| Balance in the Memorial Fund | 1,187.91 |
| Balance in the Construction Fund | 18,442.15 |
| Payroll Holding Fund | 536.69 |

Total all Funds \$236,259.82

Mary J. Helpling
Mary J. Helpling, Ass't. Adm.

Linda Sizelove
Linda Sizelove, President

Pamela Bohländer
Pamela Bohländer, Secretary

Brenda Carey

Barbara Abernathy
Barbara Abernathy

Beverly Austin
Beverly Austin, Vice-President

Jerry Kaiser
Jerry Kaiser, Treasurer

Sharan Pace
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Jerry Kaiser, Treasurer

Sharan Pace
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NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Board of Trustees

Executive Board Meeting

March 12, 1997

AGENDA

6:00 PM

CALL TO ORDER

CALL FOR QUORUM
BUSINESS

1. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(b)(2)(D)
a. Joel - InterDesign
2. Personnel
(IC 5-14-1.5-6-(B) (6)

REGULAR MEETING

7:00PM

CALL TO ORDER

CALL FOR QUORUM

ACCEPTANCE OF MINUTES

CLAIMS REGISTER & CHECKS

BUILDING REPORT - Elwood:

1. Representative from M. D. Rowe
2. Inter-Design Group
3. Window Treatments
4. House Decor - Housekeeping Concerns, Furniture protection
5. Art Work in Youth Services by high school Art Class - Permission to pay Mr. McQuitty for services.
6. Concerns - Carnegie Bldg., Parking Concerns

Frankton:

1. Roof Repair
2. Cabinetry

Summitville:

1. Report

OLD BUSINESS

NEW BUSINESS

1. Wages
2. Board approval for hiring full-time employee Herschell Stunkard.
3. Board approval to allow back-up bookkeeper an extra 5 hours each week during Jan's absence and during training.
4. Donation of religious subscription
5. Dedicate \$1,000 donation to Audio Circuit?

DIRECTOR'S REPORT

PUBLIC COMMENT

ADJOURN

Summitville Community Library

Elwood Public Library

Frankton Community Library

(5:30 Bd. Members to discuss wage scale in committee.)

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

CIRCULATION STATISTICS

| | FEB 1996 | FEB 1997 | AMOUNT OF CHANGE | % OF CHANGE | YTD |
|-------------------|----------|------------|------------------|-------------|-------|
| ELWOOD | | | | | |
| ADULT | 2766 | 3740 | +974 | +35% | 5943 |
| JUVEN. | 2269 | 3158 | +889 | +39% | 5467 |
| YA | 0 | 217 | +217 | +100% | 269 |
| PERIO. | 374 | 459 | +85 | +23% | 682 |
| AUDIO | 108 | 144 | +36 | +33% | 226 |
| VIDEO | 1728 | 2580 | +852 | +49% | 3945 |
| TOTAL | 7245 | 10298 | +3053 | +42% | 16532 |
| FRANKTON | | | | | |
| ADULT | 1155 | 950 | -205 | -18% | 2073 |
| JUVEN. | 695 | 538 | -157 | -23% | 1101 |
| PERIO. | 200 | 169 | -31 | -16% | 341 |
| AUDIO | 0 | 8 | +8 | +100% | 20 |
| VIDEO | 922 | 921 | -1 | +0% | 2075 |
| TOTAL | 2972 | 2586 | -386 | -13% | 5610 |
| HAZELBAKER | | | | | |
| ADULT | 674 | 524 | -150 | -22% | 1126 |
| JUVEN. | 432 | 427 | -5 | -1% | 849 |
| PERIO. | 118 | 109 | -9 | -1% | 237 |
| AUDIO | 3 | 0 | -3 | -100% | 5 |
| VIDEO | 571 | 473 | -98 | -17% | 1184 |
| TOTAL | 1798 | 1533 | -265 | -15% | 3401 |
| SYSTEM | | | | | |
| ADULT | 4595 | 5214 | +619 | +13% | 9142 |
| JUVEN. | 3396 | 4123 | +727 | +21% | 7417 |
| Y.A. | 0 | 217 | +217 | +100% | 269 |
| PERIOD. | 692 | 737 | +45 | +7% | 1260 |
| AUDIO | 111 | 152 | +41 | +37% | 251 |
| VIDEO | 3211 | 3974 | +763 | +24% | 7204 |
| TOTAL | 12015 | 14417 | +2414 | +20% | 25543 |
| Telephone Ref. | 872 | | | | |
| In house Ref. | 485 | | | | |
| Patron Assist. | 299 | | | | |
| Database Ref. | 132 | | | | |
| Ref. Books | 67 | | | | |
| Patron count | 9061 | | | | |
| Programs | 29 | Attendance | 272 | | |

North Madison County Public Library System

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BOARD OF TRUSTEES
Regular Meeting for Business
March 12, 1997

CALL TO ORDER

President Linda Sizelove called a regular business meeting to order in the meeting room of the Elwood Public Library on March 12, 1997 at 7:00pm.

CALL FOR QUORUM

Other board members attending were: Beverly Austin, Brenda Carey and Barbara Abernathy, Director Kathi Wittkamper. Pamela Bohlander was absent. Ass't. Administrator Jan Helpling, Call-leader reporter Brian Hamilton were also present.

BUILDING REPORT

Presentation was made by Mike Ford, Aero Drapery for window coverings. He presented samples of sun shield, wood blinds with cherry finish and mini blinds. He quoted 1" or 2" blinds at \$2.50 per sq. ft., shades \$4.20 sq. ft. and wood blinds @ 11.50 sq. ft., all including installation. He said after we pick the product he can fax a final proposal.

Marina Harper, Harper Furniture in Frankton left several selections of blinds with the proposal from February still standing.

Barbara Abernathy made a motion that the board hire Marina Harper to install 1 3/8" blinds (beige) on the south side windows of the new library. Brenda Carey seconded and the motion passed. The bill will be sent to NCB to be paid through the building project.

Kathi told board members that the rest of the items on the "punch list" were being worked out between Arlen Packard of Inter-Design Group and M. D. Rowe. However, most issues have been resolved.

Project bills were presented and a motion made to pay the following by Barbara Abernathy, seconded by Beverly Austin and passed.

| | | |
|--------------|-----------------------------|-----------|
| Gaylord..... | Security Sys. supplies..... | \$360.00 |
| Gaylord..... | Security Sys. supplies..... | \$1155.00 |

Motion was made by Barbara Abernathy, seconded by Brenda Carey to pay the following bills:

| | | |
|---------------------|--------------------------------|------------|
| Static Pro, Inc.... | Painting Carnegie Shelves..... | \$ 950.04 |
| Hoosier Filing.... | Periodical Storage System..... | \$3,896.10 |
| Lucent Techn..... | Telephone system..... | \$11426.49 |

Bills from InterDesign for 11,759.35 AND 1,155.00 were not approved for payment pending having Don Hill and the Leasing Corporation

Summitville Community Library

Elwood Public Library

Frankton Community Library

Director Wittkamper asked the board if they wanted to appoint a Housekeeping Concerns Committee, that is, to look into accepting donations to the library, decorations, furnishings, etc. Board members felt the committee was unnecessary and that the Director can handle these concerns but if she is uncomfortable about a particular thing, she can bring before the board.

Kathi asked board members if they might like to consider covering the library tables with polyuerathane or something similar for better protection. Beverly Austin said she would like the manufacturer of the furniture called to get a response on how to care for it. Brenda Carey mentioned a scratch on one of the tables in the meeting room being there since the day of the Dedication.

Barbara Abernathy made a motion to hire Darrell McQuitty to cut out and place the wooden figures being made at this time by the Art Department of ECHS on the Youth Dept. walls. Motion was seconded by Brenda Carey and passed.

The city attorney has called Kathi to make arrangements to come into the Carnegie Building. She has found that the library can either give the articles of furniture to another tax-supported unit or hold an auction. Carolyn Lambertson has tagged the furniture she wants to take to Summitville when their new addition is finished. She also asked if some of the furniture could be refinished. Barbara Abernathy suggested board members do an eye inspection of the building tomorrow at 3:30pm.

Beverly Austin said she had a complaint from a patron that they could not check out a book from the Indiana Room. Kathi explained that most books are for reference in the room but would check into it.

Frankton - Roof has been repaired by Craig Roofing and seems to be fine however, Craig would like us to consider doing the entire roof. They say it will be necessary soon.

Two bids were presented for Frankton cabinetry - N&K Cabinetry and Keith Baldwin. Beverly Austin made a motion to accept the bid from Keith Baldwin, Brenda Carey seconded and it passed.

SUMMITVILLE - Brenda Carey reported that the Summitville project site is being prepared and sewer lines are being placed. She passed photographs of the site to board members.

OLD BUSINESS

LOGO - Beverly Austin asked what was being done with the logo that Randy Martin drew. Kathi said she is waiting to talk to graphic artist Jim Hoover, Kokomo Library, who is making the logo computer acceptable. She also is waiting on information from signage companies.

Wages - Beverly Austin announced there has been a committee

meeting for suggested wage scales. She feels the complete board should see the information and asked that copies be sent to the three members not attending tonight so that a decision can be made at the April meeting.

Beverly Austin made a motion to approve the hiring of full-time employee Herschell Stunkard and approval for Diana Shepard be trained for bookkeeper back-up allowing five extra hours per week for training and/or during Jan's absence. Motion was amended to say temporary approval given until May 1 for back-up bookkeeper. Brenda Carey seconded and it was passed.

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Kathi suggested we subscribe to an Audio Circuit that will allow us to receive audio tapes on a quarterly basis, improving our collection. The cost is approximately \$1,000. and can be paid for with a gift donation from a patron. The patron was contacted in regard to the circuit (one year cost), who said he felt the library should decide where the money was best used. The idea is to use the circuit one year and then decide if we want to continue. A motion was made by Barbara Abernathy to subscribe to the circuit for one year. Brenda Carey seconded.

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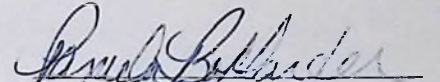
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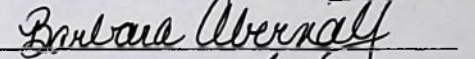
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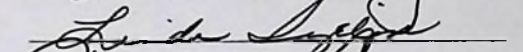
There will be a book discussion group meeting on Saturday, March 22.


All three facilities will be closed March 28 at noon.

Motion was made for meeting to adjourn at 9:00pm. Beverly Austin seconded.


Pamela Bohlander, Secretary







North Madison County Public Library System

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Elwood, Indiana 46036-1598

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Quilt from myrtle, April 11/1988

Elwood Public Library

| | | | |
|--------------------|--------|---------|---------|
| 1" Wood Blinds 500 | 50.00 | 50.00 | 50.00 |
| 4 @ 100" | 400.00 | 400.00 | 400.00 |
| 5 @ 109" | 545.00 | 545.00 | 545.00 |
| 1 - | 96.00 | 96.00 | 96.00 |
| | | 1121.00 | 1121.00 |
| Out out | 70.00 | | |
| | | 1193.00 | 1193.00 |
| Due | 119.00 | | |
| | | 1074.00 | 1074.00 |

Quilt from myrtle, April 11/1988

| | |
|-----------------|----------------|
| Wood Blinds | Heartland Wood |
| Woodland Walnut | |
| 4 @ 596 | 2384 |
| 5 @ 496 | 2480 |
| 1 @ 400 | 400 |
| | 5264 |
| Due 20% | 1053 |
| (Samples) | 4483 |

Jasper Window Treatments
208 Sigha St.
Franklin IN

(765) 754-7511



10 February 1997

Board of Trustees and
North Madison County Public Library System
Leasing Corporation
124 N. 16th Street
Elwood, Indiana 46036-1698

Total Architectural Development

RE: Additional Time and Cost
3 December 1996 and 7 January 1997 The InterDesign Group Invoices

Dear Trustees and Leasing Corporation:

I am writing as follow-up to the above referenced invoices identifying additional time devoted to completing your new library from the Construction Administration Phase of our work. Each of the invoices identified the appropriated fee anticipated to provide services. During the completion of the new library, additional time had to be charged to complete the following:

December 1996

- Wood door stain review with supplier and contractor
- Shelving, end panels and canopy delivery issues
- Punch list assistance and meetings regarding completion
- Genealogy ceiling finish and acceptance
- Readiness for completion and dedication

January 1997

- Status of above December items listed
- Close out documentation needed
- Circulation desk and furniture follow-up
- Office follow-up phone calls and coordination

The above costs were reflected on each invoice attached for your reference, identifying actual services provided as follows:

| Invoice | Actual Service Provided | Fee Invoiced | Requested Balance Amount |
|-----------------|-------------------------|-----------------|--------------------------|
| 3 December 1996 | \$13,327.14 | \$5,348.37 | \$7,978.77 |
| 7 January 1997 | <u>6,780.58</u> | <u>3,000.00</u> | <u>3,780.58</u> |
| Totals | \$20,107.72 | \$8,348.37 | \$11,759.35 |

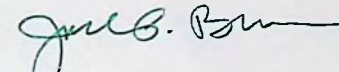
The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46204
317/263-9655
Fax: 317/263-9644

Board of Trustees and
North Madison County Public Library System
Leasing Corporation
10 February 1997
Page Two

To date, you have paid the fee invoiced for \$6,348.37. I am requesting your consideration to pay in full or in partial the \$11,759.35. My request is from the standpoint of our continued service to you since 1991 and I trust your understanding with our efforts to provide the services we promised, the follow-up needed and the efforts beyond contract in order to serve you and complete a meaningful project for you and the community.

If desired, I can answer any questions you may have and be in attendance at your next meeting scheduled for March 12, 1997. Thank you for your consideration of my request and hopefully payment for services.

Sincerely,
The InterDesign Group, Inc.


Joel P. Blum

/mp
Attachments

10 February 1997

The InterDesign Group



PAGE 1

EXPENDITURES TO BE ALLOWED
----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
124 NORTH 16TH STREET
ELWOOD, IN 46036-1598
12 MAR 97

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------------|--------------|------------------------|-----------------|------------|------------------------------|
| -PAID AFTER BOARD MEETING- | | | | | |
| PAYROLL | 00131 | PAYROLL | 10134.17 | 19-FEB-97 | CHECKS 004282-004300 |
| PAYROLL | 00132 | PAYROLL DEDUCTIONS | -4500.58 | 19-FEB-97 | CHECKS 004282-004300 |
| 016190 | 00133 | STAR FINANCIAL BANK | 2692.67 | 19-FEB-97 | FED. & FICA TAX - P/R 2-19-9 |
| 016191 | 00134 | INDIANA DEPARTMENT OF | 775.95 | 19-FEB-97 | STATE & COUNTY TAX - P/R 2-1 |
| 016192 | 00135 | MADISON COUNTY SCHOOL | 1457.03 | 19-FEB-97 | CREDIT UNION DEDUCT. - P/R 2 |
| 016193 | 00136 | INDIANA DEFERRED COMPE | 298.00 | 19-FEB-97 | ANNUITY DEDUCTIONS - P/R 2-1 |
| 016194 | 00137 | CITY OF ELWOOD NON-REV | 776.92 | 19-FEB-97 | HEALTH INS. PREH.FOR MARCH (|
| 016195 | 00138 | QUINCY LAWN & LANDSCAP | 165.00 | 19-FEB-97 | 1996 MOWINGS @ \$15.00 EA. |
| 016134 | 00139 | CY DECOSSE INC. | -20.90 | 19-FEB-97 | VOID CHECK - DUPLICATE |
| XXXXXX | 00140 | STAR FINANCIAL BANK | 5252.00 | 26-FEB-97 | TRANS.FROM LEVY EXCESS TO OP |
| 016196 | 00141 | INDIANA GAS COMPANY | 244.10 | 26-FEB-97 | GAS - FRANKTON LIBRARY |
| XXXX | 00142 | STAR FINANCIAL BANK | 5000.00 | 26-FEB-97 | TRANS. TO LIRF - '97 BUDGET |

Total Archite

North Madison County Public Library System Leasing Corporation
124 North 16th Street
Elwood, Indiana 46036-1598
Attention: Ms. Jan Helping

INVOICE

North Madison County Public Librc
IDG No. 9500

For Professional Services Rendered in Accordance
With Owner/Architect Agreement dated 31 March 1992

For Period 15 October 1996 to 10 February 1997

ADDITIONAL SERVICES

| | |
|--------------------------|--------------------|
| 3 December 1996 Request* | \$7,978.77 |
| 7 January 1997 Request* | 3,780.58 |
| SUBTOTAL BALANCE | \$11,759.35 |

Your consideration of this request for Additional Services rendered is greatly appreciated.

*Refer to letter and back-up data of 10 February 1997 correspondence.

TOTAL AMOUNT DUE THIS INVOICE \$11,759.35

The InterDesign Group, Inc.

Joel P. Blum, AIA

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| | | | | | |
|------------------------|-------|------------------------------|----------|-----------|-------------------------------|
| --TOTAL-- | | | | | |
| | | | 22274.36 | | |
| -CURRENT EXPENDITURES- | | | | | |
| 016197 | 00145 | STAR FINANCIAL BANK | 2704.91 | 05-MAR-97 | FICA & FED. TAX - P/R 3-5-97 |
| 016198 | 00146 | MADISON COUNTY SCHOOL EMPLOY | 1489.20 | 05-MAR-97 | CREDIT UNION DEDUC.P/R 3-5-97 |
| 016199 | 00147 | INDIANA DEFERRED COMPENSATIO | 298.00 | 05-MAR-97 | DEDUCTIONS - P/R 3-5-97 |
| 016200 | 00148 | INDIANA STATE LIBRARY | 60.00 | 05-MAR-97 | PLAC CARDS SOLD 4TH QTR.1996 |
| 016201 | 00149 | GREG ADAMS | 300.00 | 05-MAR-97 | FRANWORK DEPOSIT - LIBR.PIC |
| 016202 | 00152 | AHERITECH | 430.01 | 12-MAR-97 | TELE. - SUMMITVILLE & ELWOOD |
| 016203 | 00153 | ANDERSON NEWSPAPERS INC. | 45.30 | 12-MAR-97 | AD-1-31-97 |
| 016204 | 00154 | AUDIO VISUAL COMMUNICATIONS | 297.00 | 12-MAR-97 | SERV. AGREE FOR JAN.,FEB. & |
| 016205 | 00155 | BARBARA MCADAMS | 24.25 | 12-MAR-97 | MILEAGE |
| 016206 | 00156 | BAUERS | 2.49 | 12-MAR-97 | SUPPLIES - FRANKTON |
| 016207 | 00157 | BINGHAM, FARRER & WILSON | 131.25 | 12-MAR-97 | LEGAL SERVICES |
| 016208 | 00158 | BLACKBIRCH MARKETING, INC | 175.45 | 12-MAR-97 | BOOKS - SUMMITVILLE |
| 016209 | 00159 | A E BOYCE CO INC | 703.24 | 12-MAR-97 | OFFICE SUPPLIES |
| 016210 | 00160 | BURNETTE - DELLINGER INC. | 108.00 | 12-MAR-97 | COMM. CRIME POL |
| 016211 | 00162 | CRAIG ROOFING COMPANY | 993.00 | 12-MAR-97 | ROOF PATCH - FRANKTON |
| 016212 | 00163 | DEMCO | 273.92 | 12-MAR-97 | SUPPLIES |
| 016213 | 00164 | FILIP, INC. | 28.60 | 12-MAR-97 | CLEANING SUPPLIES |
| 016214 | 00165 | FOUNDATION CENTER | 194.50 | 12-MAR-97 | BOOKS - ELWOOD |
| 016215 | 00166 | FRANKTON JOURNAL | 14.00 | 12-MAR-97 | SUBSCRIPTION RENEWAL |
| 016216 | 00167 | TOWN OF FRANKTON | 3.98 | 12-MAR-97 | FRANKTON - UTILITIES |
| 016217 | 00168 | FURST GROUP, INC. | 20.15 | 12-MAR-97 | LONG DIST PHONE - ELWOOD & |
| 016218 | 00169 | GALE RESEARCH INC | 133.34 | 12-MAR-97 | BOOKS - ELWOOD |
| 016219 | 00170 | GARETH STEVENS | 716.36 | 12-MAR-97 | BOOKS - SUMMITVILLE |
| 016220 | 00171 | GAYLORD BROS. | 267.90 | 12-MAR-97 | SUPPLIES |
| 016224 | 00175 | INDYNET | 15.00 | 12-MAR-97 | SERVICE - FEB. |
| 016225 | 00176 | INGRAM DISTRIBUTION GROUP IN | 14.19 | 12-MAR-97 | BOOKS - FRANKTON |
| 016226 | 00177 | JANE A. BECKLEY | 2000.00 | 12-MAR-97 | LEASE PNT. - FRANKTON BLDG. |
| 016227 | 00178 | JOE OVERDORF | 89.00 | 12-MAR-97 | PHOTOGRAPH/BOARD OF TRUSTEES |
| 016228 | 00179 | KNART | 269.46 | 12-MAR-97 | VIDEOS SUPPLIES, ELWOOD, SUM |
| 016229 | 00180 | LAKESHORE LEARNING MATERIALS | 69.54 | 12-MAR-97 | BOOKS - SUMMITVILLE |
| 016232 | 00172 | GTE NORTH INDIANA OPERATIONS | 125.25 | 12-MAR-97 | TELEPHONE - FRANKTON |

EXPENDITURES TO BE ALLOWED
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 12 MAR 97

PAGE 2

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------|--------------|------------------------------|-----------------|------------|--------------------------------|
| 016233 | 00181 | LIBRARY CORPORATION, THE | 78.00 | 12-MAR-97 | AUTOMATION |
| 016234 | 00182 | LINDA KEMPER | 14.00 | 12-MAR-97 | MILEAGE |
| 016235 | 00183 | MCCORMACK PRINTING IMPRESSIO | 48.05 | 12-MAR-97 | STAMPS - ELWOOD |
| 016236 | 00184 | MIDWEST EXCHANGE | 366.70 | 12-MAR-97 | VIDEOS - ELWOOD, FRANKTON |
| 016237 | 00186 | QUILL CORPORATION | 2013.62 | 12-MAR-97 | EQUIPMENT, OFFICE SUPPLIES |
| 016239 | 00187 | RADIO SHACK | 9.48 | 12-MAR-97 | SUPPLIES |
| 016240 | 00188 | CONSUMER EDUCATION CENTER | 1.50 | 12-MAR-97 | BOOK - ELWOOD |
| 016241 | 00189 | RESCO D.S., INC. | 27.57 | 12-MAR-97 | SUPPLIES |
| 016242 | 00190 | UNITOS RENTAL SERVICES | 31.00 | 12-MAR-97 | CLEANING SUPPLIES |
| 016243 | 00191 | WINING OFFICE PRODUCTS | 22.61 | 12-MAR-97 | 2 WALL CLOCKS |
| 016244 | 00192 | WORLD BOOK EDUCATIONAL | 444.00 | 12-MAR-97 | ENCYCLOP. - ELWOOD |
| 016245 | 00193 | WORLD ALMANAC EDUCATION | 86.71 | 12-MAR-97 | BOOKS - FRANKTON |
| 016246 | 00194 | UNIVERSITY BOOK SERVICE | 667.05 | 12-MAR-97 | BOOKS, ELWOOD CHILD., YA, FR |
| 016247 | 00195 | R.M.WILSON COMPANY | 28.08 | 12-MAR-97 | BOOK - ELWOOD |
| 016248 | 00196 | CENTRAL IND.COMPUTER CONSULT | 470.74 | 12-MAR-97 | SERVICE - DEC. & FEB., COMP. |
| 016249 | 00197 | AMERICAN ELECTRIC POWER | 1728.37 | 12-MAR-97 | ELEC. - ELWOOD, FRANKTON |
| 016250 | 00198 | BAKER & TAYLOR BOOKS | 1930.29 | 12-MAR-97 | BOOKS, ELWOOD, FRANKTON |
| 016251 | 00200 | CUSTOMER SERVICE | 25.35 | 12-MAR-97 | BOOK - FRANKTON |
| 016251 | 00199 | CONSUMER EDUCATION RESEARCH | 21.97 | 12-MAR-97 | BOOK - ELWOOD |
| 016252 | 00201 | INDIANA GAS COMPANY | 892.96 | 12-MAR-97 | GAS - ELWOOD |
| 016253 | 00202 | NAT'L DIRECTORY OF CHILD., Y | 90.00 | 12-MAR-97 | DIRECTORY OF SERVICES |
| 016254 | 00203 | HOWAN'S HALLMARK STORE | 18.87 | 12-MAR-97 | SUPPLIES |
| 016255 | 00204 | POLITICAL RESEARCH INC. | 547.00 | 12-MAR-97 | ENCYCL. - SUMMITVILLE |
| 016256 | 00205 | SOFTKEY INTERNATIONAL | 55.90 | 12-MAR-97 | MULTIMEDIA SET |
| 016258 | 00185 | MUNDIE OFFICE SUPPLY | 990.00 | 12-MAR-97 | 2 IBM TYPEWRITERS |
| 016259 | 00179 | HORTON'S & SONS OF ELWOOD | 9.63 | 12-MAR-97 | CUSTODIAL SUPPLIES |
| 016260 | 00174 | INCLOS- | 50.00 | 12-MAR-97 | MEMBERSHIP FEE |
| 016261 | 00206 | KATHLEEN WITTKAMPER | 235.75 | 12-MAR-97 | MILEAGE (JUNE '96 THRU NOV. '9 |
| PAYROLL | 00144 | PAYROLL DEDUCTIONS | -4541.25 | 05-MAR-97 | CHECKS 004301-004319 |
| PAYROLL | 00143 | PAYROLL | 10180.86 | 05-MAR-97 | CHECKS 004301-004319 |
| PAYROLL | 00150 | PAYROLL | 67.20 | 06-MAR-97 | CHECKS 004320-004320 |
| PAYROLL | 00151 | PAYROLL DEDUCTIONS | -20.99 | 06-MAR-97 | CHECKS 004320-004320 |
| VOID | 00161 | CENTRAL IND.COMPUTER CONSULT | 270.74 | 12-MAR-97 | SER / HTSC 12/1/96-12/31 |
| --TOTAL-- | | | 28859.25 | | |
| ----- | | | | | |
| PRIOR MONTH TOTALS | | | 22274.36 | | |
| CURRENT MONTH TOTALS | | | 28859.25 | | |
| ----- | | | | | |
| GRAND TOTALS | | | 51133.61 | | |

ALLOWANCE OF CLAIMS

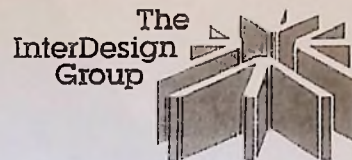
WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 2 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 51133.61. DATED 12-MAR-97.

Beverly Austin

Linda Anglin

Barbara Oberstky

Gundat Laruz



10 February 1997

Total Architectural Development

North Madison County Public Library System Leasing Corporation
 124 North 16th Street
 Elwood, Indiana 46036-1598
 Attention: Ms. Jan Helpling

INVOICE

North Madison County Public Library
 IDG No. 950017

For Professional Services Rendered in Accordance
 With Owner/Architect Agreement dated 31 March 1992

For Period 15 October 1996 to 10 February 1997

ADDITIONAL SERVICES

| | |
|--------------------------|--------------------|
| 3 December 1996 Request* | \$7,978.77 |
| 7 January 1997 Request* | <u>3,780.58</u> |
| SUBTOTAL BALANCE | \$11,759.35 |

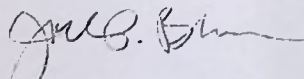
Your consideration of this request for Additional Services rendered is greatly appreciated.

*Refer to letter and back-up data of 10 February 1997 correspondence.

TOTAL AMOUNT DUE THIS INVOICE

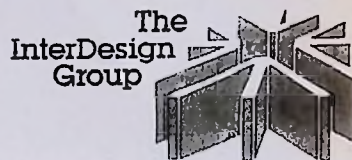
\$ 11,759.35

The InterDesign Group, Inc.


 Joei P. Blum, AIA

The InterDesign Group, Inc.
 141 East Ohio Street
 Indianapolis, Indiana 46204
 317 263-9655
 Fax: 317 263-9644

10 February 1997



Total Architectural Development

North Madison County Public Library System Leasing Corporation
124 North 16th Street
Elwood, Indiana 46036-1598
Attention: Ms. Jan Helping

INVOICE

North Madison County Public Library
IDG No. 950017

For Professional Services Rendered in Accordance
With Owner/Architect Agreement dated 31 March 1992

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| SUBTOTAL BALANCE | \$11,759.35 |

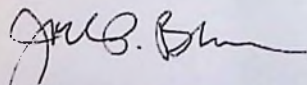
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*Refer to letter and back-up data of 10 February 1997 correspondence.

TOTAL AMOUNT DUE THIS INVOICE

\$ 11,759.35

The InterDesign Group, Inc.


Joel P. Blum, AIA

The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46204
317/253-9655
Fax 317/253-9644



FACSIMILE TRANSMITTAL

DATE: 10 February 1997
PROJECT: Elwood Public Library
 IDG #950017

Total Architectural Development

TO: Jan Helping
COMPANY: North Madison Co. Public Library
FAX #: 317-552-0955- 157
FROM: Joel Blum
#PAGES: 2 (including Cover)
MAILED ORIGINALS: Yes No

Board of Trustees and
 North Madison County Public Library System
 Leasing Corporation
 10 February 1997
 Page Two

To date, you have paid the fee invoiced for \$8,348.37. I am requesting your consideration to pay in full or in partial the \$11,759.35. My request is from the standpoint of our continued service to you since 1991 and I trust your satisfaction with our efforts to provide the services we promised, the follow-up needed and the efforts beyond contract in order to serve you and complete a meaningful project for you and the community.

If desired, I can answer any questions you may have and be in attendance at your next meeting scheduled for March 12, 1997. Thank you for your consideration of my request and hopefully payment for services.

Sincerely,
 The InterDesign Group, Inc.

Joel P. Blum
 Joel P. Blum

/mp
 Attachments

Date 1-31-97 Last time update date 1-31-97 Full detail Project totals include all phases

| Project: 950017 Elwood Public Library | | Hours | Rate | Adjusted | | |
|---|-------------------------|------------|------------------------|-------------|----------|-----------|
| Phase: | Date | Units/Cost | Mult | Amount | Hours | Amount |
| Client: 2330 North Madison Cty Public Library | Percent of const | Active | JPB/JPB | RPC: 100.0% | | |
| Construction cost | 0 Percent | .000 | Last invoiced: 1-07-97 | | | |
| or | | | | | | |
| 5101 Project Administration - R.T. | JJH Jorja J. Carmichael | 12-31-96 | 2.00 | 43.875 | 87.75 | |
| | | 1-15-97 | 1.00 | 43.875 | 43.88 | |
| | Sub-total: | | 3.00 | | 131.63 | 3.00 .00 |
| 5119 Construction Admin. - Reg.Time | AGC Alan G. Cox | 1-15-97 | 5.00 | 56.388 | 281.94 | |
| | AJP Arlen J. Packard | 12-31-96 | 14.00 | 106.496 | 1,490.94 | |
| | | 1-15-97 | 3.00 | 106.496 | 319.49 | |
| | | 1-31-97 | 2.00 | 106.496 | 212.99 | |
| | GLK Gary L. Kawalek | 12-31-96 | 4.00 | 57.499 | 230.00 | |
| | JJH Jorja J. Carmichael | 1-15-97 | 1.00 | 43.875 | 43.88 | |
| | Sub-total: | | 29.00 | | 2,579.24 | 29.00 .00 |
| 5121 Shop Drawings - Reg.Time | JJH Jorja J. Carmichael | 1-31-97 | 1.00 | 43.875 | 43.88 | |
| | Sub-total: | | 1.00 | | 43.88 | 1.00 .00 |
| 5123 Project Travel - Reg.Time | AJP Arlen J. Packard | 12-31-96 | 2.00 | 106.496 | 212.99 | |
| | Sub-total: | | 2.00 | | 212.99 | 2.00 .00 |
| Reimbursables | | | | | | |
| 5307 Mileage - Co. Auto | JPB Joel P. Blum | 1-15-97 | 94.00 | .28 | 26.32 | |
| | Sub-total: | | | | 26.32 | 26.32 |
| 5309 Mileage | GLK Gary L. Kawalek | 1-15-97 | 120.00 | .28 | 33.60 | |
| | Sub-total: | | | | 33.60 | 33.60 |
| Postage and Freight | | | | | | |
| 1140 United Parcel Service | Inv: 121496.00 | 12-31-96 | 15.54 | 1.00 | 15.54 | |
| | IDG InterDesign Group | 12-31-96 | 3.71 | 1.00 | 3.71 | |
| | Sub-total: | | | | 19.25 | 19.25 |
| 5330 Telephone | Inv: 10197.00 | 1-31-97 | 1.60 | 1.00 | 1.60 | |
| 1232 Telco Communications Group | | | | | 1.60 | 1.60 |
| | Sub-total: | | | | 1.60 | 1.60 |
| 5340 Photocopies | IDG InterDesign Group | 12-31-96 | 7.00 | .15 | 1.05 | |
| | Sub-total: | | | | 1.05 | 1.05 |
| 5350 Faksimile Machine | IDG InterDesign Group | 12-31-96 | 22.00 | .25 | 5.50 | |
| | Sub-total: | | | | 5.50 | 5.50 |
| Phase Totals | | | | | | |
| Report Totals | | | | | | |
| | | | Hours | Amount | Hours | Amount |
| Labor: | | | 35.00 | 2,967.74 | 35.00 | .00 |
| Reimbursables: | | | .00 | 87.32 | | 87.32 |
| Consultants: | | | .00 | .00 | | .00 |
| Total: | | | 35.00 | 3,055.06 | 35.00 | 87.32 |
| WIP Aging | | | | | | |
| Current | 31-60 days | 61-90 days | 91-120 days | 121+ days | Total | |
| 1,007.58 | 2,047.48 | .00 | .00 | .00 | 3,055.06 | |

Project: 950017 Elwood Public Library
 Phase: _____

Client: 2330 North Madison Cty Public Library
 Construction cost 0 Percent .000
 Percent of const Active JPB/JPB RPC: 100.0%
 Last invoiced: 1-07-97

| Date | Units/Cost | Rate | Mult | Amount | Hours | Adjusted | Amount |
|-------------------------------------|-------------------------|----------|--------|----------|----------|----------|--------|
| 5101 Project Administration - R.T. | JJH Jorja J. Carmichael | 12-31-96 | 2.00 | 43.875 | 87.75 | | |
| | | 1-15-97 | 1.00 | 43.875 | 43.88 | | |
| | Sub-total: | | 3.00 | 131.63 | 3.00 | | .00 |
| 5119 Construction Admin. - Reg.Time | AGC Alan G. Cox | 1-15-97 | 5.00 | 56.388 | 281.94 | | |
| | AJP Arlen J. Packard | 12-31-96 | 14.00 | 106.496 | 1,490.94 | | |
| | | 1-15-97 | 3.00 | 106.496 | 319.49 | | |
| | | 1-31-97 | 2.00 | 106.496 | 212.99 | | |
| | GLK Gary L. Kawalek | 12-31-96 | 4.00 | 57.499 | 230.00 | | |
| | JJH Jorja J. Carmichael | 1-15-97 | 1.00 | 43.875 | 43.88 | | |
| | Sub-total: | | 29.00 | 2,579.24 | 29.00 | | .00 |
| 5121 Shop Drawings - Reg.Time | JJH Jorja J. Carmichael | 1-31-97 | 1.00 | 43.875 | 43.88 | | |
| | Sub-total: | | 1.00 | 43.88 | 1.00 | | .00 |
| 5123 Project Travel - Reg.Time | AJP Arlen J. Packard | 12-31-96 | 2.00 | 106.496 | 212.99 | | |
| | Sub-total: | | 2.00 | 212.99 | 2.00 | | .00 |
| Reimbursables | | | | | | | |
| 5307 Mileage - Co. Auto | JPB Joel P. Blum | 1-15-97 | 94.00 | .28 | 26.32 | | |
| | Sub-total: | | | 26.32 | | | 26.32 |
| 5309 Mileage | GLK Gary L. Kawalek | 1-15-97 | 120.00 | .28 | 33.60 | | |
| | Sub-total: | | | 33.60 | | | 33.60 |
| Postage and Freight | | | | | | | |
| 1140 United Parcel Service | Inv: 121496.00 | 12-31-96 | 15.54 | 1.00 | 15.54 | | |
| | IDG InterDesign Group | 12-31-96 | 3.71 | 1.00 | 3.71 | | |
| | Sub-total: | | | 19.25 | | | 19.25 |
| Telephone | | | | | | | |
| 1232 Telco Communications Group | Inv: 10197.00 | 1-31-97 | 1.60 | 1.00 | 1.60 | | |
| | Sub-total: | | | 1.60 | | | 1.60 |
| Photocopies | | | | | | | |
| | IDG InterDesign Group | 12-31-96 | 7.00 | .15 | 1.05 | | |
| | Sub-total: | | | 1.05 | | | 1.05 |
| Faxsimile Machine | | | | | | | |
| | IDG InterDesign Group | 12-31-96 | 22.00 | .25 | 5.50 | | |
| | Sub-total: | | | 5.50 | | | 5.50 |

Phase Totals

| | Hours | Amount | Hours | Adjusted | Amount | |
|----------------------|----------------|-------------------|-------------------|--------------------|------------------|--------------|
| Report Totals | | | | | | |
| Labor: | 35.00 | 2,967.74 | 35.00 | | .00 | |
| Reimbursables: | .00 | 87.32 | | | 87.32 | |
| Consultants: | .00 | .00 | | | .00 | |
| Total: | 35.00 | 3,055.06 | 35.00 | | 87.32 | |
| WIP Aging | Current | 31-60 days | 61-90 days | 91-120 days | 121+ days | Total |
| | 1,007.58 | 2,047.48 | .00 | .00 | .00 | 3,055.06 |

Project: 950017 Elwood Public Library
 Phase: _____

Client: 2330 North Madison Cty Public Library
 Construction cost 0 Percent .000
 Percent of const Active JPB/JPB RPC: 100.0%
 Last invoiced: 1-07-97

| Date | Units/Cost | Rate | Mult | Amount | Hours | Adjusted | Amount |
|-------------------------------------|-------------------------|----------|--------|----------|----------|----------|--------|
| 5101 Project Administration - R.T. | JJH Jorja J. Carmichael | 12-31-96 | 2.00 | 43.875 | 87.75 | | |
| | | 1-15-97 | 1.00 | 43.875 | 43.88 | | |
| | Sub-total: | | 3.00 | 131.63 | 3.00 | | .00 |
| 5119 Construction Admin. - Reg.Time | AGC Alan G. Cox | 1-15-97 | 5.00 | 56.388 | 281.94 | | |
| | AJP Arlen J. Packard | 12-31-96 | 14.00 | 106.496 | 1,490.94 | | |
| | | 1-15-97 | 3.00 | 106.496 | 319.49 | | |
| | | 1-31-97 | 2.00 | 106.496 | 212.99 | | |
| | GLK Gary L. Kawalek | 12-31-96 | 4.00 | 57.499 | 230.00 | | |
| | JJH Jorja J. Carmichael | 1-15-97 | 1.00 | 43.875 | 43.88 | | |
| | Sub-total: | | 29.00 | 2,579.24 | 29.00 | | .00 |
| 5121 Shop Drawings - Reg.Time | JJH Jorja J. Carmichael | 1-31-97 | 1.00 | 43.875 | 43.88 | | |
| | Sub-total: | | 1.00 | 43.88 | 1.00 | | .00 |
| 5123 Project Travel - Reg.Time | AJP Arlen J. Packard | 12-31-96 | 2.00 | 106.496 | 212.99 | | |
| | Sub-total: | | 2.00 | 212.99 | 2.00 | | .00 |
| Reimbursables | | | | | | | |
| 5307 Mileage - Co. Auto | JPB Joel P. Blum | 1-15-97 | 94.00 | .28 | 26.32 | | |
| | Sub-total: | | | 26.32 | | | 26.32 |
| 5309 Mileage | GLK Gary L. Kawalek | 1-15-97 | 120.00 | .28 | 33.60 | | |
| | Sub-total: | | | 33.60 | | | 33.60 |
| Postage and Freight | | | | | | | |
| 1140 United Parcel Service | Inv: 121496.00 | 12-31-96 | 15.54 | 1.00 | 15.54 | | |
| | IDG InterDesign Group | 12-31-96 | 3.71 | 1.00 | 3.71 | | |
| | Sub-total: | | | 19.25 | | | 19.25 |
| Telephone | | | | | | | |
| 1232 Telco Communications Group | Inv: 10197.00 | 1-31-97 | 1.60 | 1.00 | 1.60 | | |
| | Sub-total: | | | 1.60 | | | 1.60 |
| Photocopies | | | | | | | |
| | IDG InterDesign Group | 12-31-96 | 7.00 | .15 | 1.05 | | |
| | Sub-total: | | | 1.05 | | | 1.05 |
| Faxsimile Machine | | | | | | | |
| | IDG InterDesign Group | 12-31-96 | 22.00 | .25 | 5.50 | | |
| | Sub-total: | | | 5.50 | | | 5.50 |

Phase Totals

| | Hours | Amount | Hours | Adjusted | Amount | |
|----------------------|----------------|-------------------|-------------------|--------------------|------------------|--------------|
| Report Totals | | | | | | |
| Labor: | 35.00 | 2,967.74 | 35.00 | | .00 | |
| Reimbursables: | .00 | 87.32 | | | 87.32 | |
| Consultants: | .00 | .00 | | | .00 | |
| Total: | 35.00 | 3,055.06 | 35.00 | | 87.32 | |
| WIP Aging | Current | 31-60 days | 61-90 days | 91-120 days | 121+ days | Total |
| | 1,007.58 | 2,047.48 | .00 | .00 | .00 | 3,055.06 |

| Project | Client | Phase | Date | Units/Cont | Rate | Amount | Adjusted Hours | Adjusted Amount |
|---|--|-------------------|--------------|------------|-----------------|-------------------------|----------------|-----------------|
| 53007 Wood Public Library | 2330 North Madison City Public Library | Construction cost | | | | | | |
| | | Percent of Const | Active | JPB/JPB | RPC: 100.0% | Last Invoiced: 12-03-96 | | |
| | | 0 Percent | 100 | | | | | |
| Labor | | | | | | | | |
| 5301 Project Administration - R.T. | JJH Jorja J. Carmichael | 11-30-96 | 3.00 | 43.875 | 131.63 | | | |
| | | 11-30-96 | 2.00 | 43.875 | 87.75 | | | |
| | | 12-15-96 | 2.00 | 43.875 | 87.75 | | | |
| | | 12-31-96 | 2.00 | 43.875 | 87.75 | | | |
| | JPB Joel P. Blum | 11-30-96 | 1.50 | 158.63 | 237.95 | | | |
| | MCF Mary Jane Frater | 12-15-96 | 1.00 | 43.55 | 43.55 | | | |
| | Sub-total: | | 11.50 | | 676.38 | 11.50 | | .00 |
| 5305 HVAC Engineering/Document-R.T. | PLS Paul L. Smith | 12-15-96 | 8.00 | 67.691 | 541.53 | | | |
| | Sub-total: | | 8.00 | | 541.53 | 8.00 | | .00 |
| 5309 Construction Admin. - Reg.Time AGC | Alan G. Cox | 11-30-96 | 20.00 | 56.388 | 1,127.76 | | | |
| | | 12-15-96 | 7.00 | 56.388 | 394.72 | | | |
| | AJP Arlen J. Packard | 12-15-96 | .50 | 106.496 | 53.25 | | | |
| | | 12-31-96 | 14.00 | 106.496 | 1,490.94 | | | |
| | GLK Gary L. Kawalek | 11-30-96 | 24.00 | 57.499 | 1,379.98 | | | |
| | | 12-31-96 | 4.00 | 57.499 | 230.00 | | | |
| | JJH Jorja J. Carmichael | 11-30-96 | 1.00 | 43.875 | 43.88 | | | |
| | | 12-15-96 | 2.00 | 43.875 | 87.75 | | | |
| | Sub-total: | | 72.50 | | 4,808.28 | 72.50 | | .00 |
| 5123 Project Travel - Reg.Time | AGC Alan G. Cox | 11-30-96 | 4.00 | 56.388 | 225.55 | | | |
| | | 12-15-96 | 2.00 | 56.388 | 112.78 | | | |
| | AJP Arlen J. Packard | 12-31-96 | 2.00 | 106.496 | 212.99 | | | |
| | PLS Paul L. Smith | 12-15-96 | 3.00 | 67.691 | 203.07 | | | |
| | Sub-total: | | 11.00 | | 754.39 | 11.00 | | .00 |
| Reimbursables | | | | | | | | |
| 5305 Meals | PLS Paul L. Smith | 12-15-96 | 7.30 | 1.00 | 7.30 | | | |
| | Sub-total: | | | | 7.30 | | | 7.30 |
| 5307 Mileage - Co. Auto | JPB Joel P. Blum | 12-15-96 | 94.00 | .28 | 26.32 | | | |
| | Sub-total: | | | | 26.32 | | | 26.32 |
| 5309 Mileage | AGC Alan G. Cox | 11-30-96 | 225.00 | .28 | 63.00 | | | |
| | AGC Alan G. Cox | 12-15-96 | 90.00 | .28 | 25.20 | | | |
| | GLK Gary L. Kawalek | 11-30-96 | 92.00 | .28 | 25.76 | | | |
| | PLS Paul L. Smith | 12-15-96 | 118.00 | .28 | 33.04 | | | |
| | Sub-total: | | | | 147.00 | | | 147.00 |
| 5312 Blue Prints/Sepia Paper 30x42 | IDG InterDesign Group | 11-30-96 | 12.00 | 1.75 | 21.00 | | | |
| | Sub-total: | | | | 21.00 | | | 21.00 |
| 5320 Postage and Freight | | | | | | | | |
| 1140 United Parcel Service | Inv: 110996.00 | 11-30-96 | 5.04 | 1.00 | 5.04 | | | |
| 1140 United Parcel Service | Inv: 121496.00 | 12-31-96 | 15.54 | 1.00 | 15.54 | | | |
| | IDG InterDesign Group | 11-30-96 | 10.47 | 1.00 | 10.47 | | | |
| | IDG InterDesign Group | 12-31-96 | 3.71 | 1.00 | 3.71 | | | |
| | Sub-total: | | | | 34.76 | | | 34.76 |
| Telephone | | | | | | | | |
| 1232 Telco Communications Group | Inv: 110196.00 | 11-30-96 | 5.85 | 1.00 | 5.85 | | | |

| Project | Client | Phase | Date | Units/Cont | Rate | Amount | Adjusted Hours | Adjusted Amount |
|------------------------------------|--|-------------------|---------------|------------|-----------------|-------------------------|----------------|-----------------|
| 510017 Wood Public Library | 2330 North Madison City Public Library | Construction cost | | | | | | |
| | | Percent of Const | Active | JPB/JPB | RPC: 100.0% | Last Invoiced: 12-03-96 | | |
| | | 0 Percent | 100 | | | | | |
| Labor | | | | | | | | |
| Project Administration - P.T. | JJH Jorja J. Carmichael | 10-15-96 | 3.00 | 43.875 | 131.63 | | | |
| | | 10-31-96 | 3.00 | 43.875 | 131.63 | | | |
| | | 11-15-96 | 3.00 | 43.875 | 131.63 | | | |
| | JPB Joel P. Blum | 10-15-96 | 2.00 | 158.63 | 317.26 | | | |
| | | 10-31-96 | 2.00 | 158.63 | 317.26 | | | |
| | | 11-15-96 | 2.00 | 158.63 | 317.26 | | | |
| | LSK Linda S. Kleingartner | 10-15-96 | .50 | 37.375 | 18.69 | | | |
| | Sub-total: | | 25.00 | | 1,444.53 | 25.00 | | .00 |
| Architectural Design/Docum-R.T | CSM Christopher McComas | 10-31-96 | 1.00 | 55.123 | 55.12 | | | |
| | Sub-total: | | 1.00 | | 55.12 | | | 1.00 |
| Construction Admin. - Reg.Time AGC | Alan G. Cox | 10-15-96 | 18.00 | 56.388 | 1,014.98 | | | |
| | | 10-31-96 | 35.00 | 56.388 | 1,979.33 | | | |
| | | 11-15-96 | 23.00 | 56.388 | 1,296.92 | | | |
| | AJP Arlen J. Packard | 10-31-96 | 5.00 | 106.496 | 532.48 | | | |
| | CSM Christopher McComas | 10-15-96 | 12.00 | 55.123 | 661.48 | | | |
| | | 10-31-96 | 2.00 | 55.123 | 110.25 | | | |
| | DLK Darrel L. Kruger | 10-15-96 | 1.50 | 93.75 | 140.63 | | | |
| | GLK Gary L. Kawalek | 10-15-96 | 4.00 | 57.499 | 230.00 | | | |
| | | 10-31-96 | 21.00 | 57.499 | 1,207.48 | | | |
| | | 11-15-96 | 33.00 | 57.499 | 1,897.47 | | | |
| | JJH Jorja J. Carmichael | 10-15-96 | 1.00 | 43.875 | 43.88 | | | |
| | | 10-31-96 | 1.00 | 43.875 | 43.88 | | | |
| | KAW Kimberly A. Palmer | 10-15-96 | 2.00 | 65.65 | 131.30 | | | |
| | TRL Timothy R. Luley | 10-15-96 | 7.00 | 66.788 | 467.52 | | | |
| | Sub-total: | | 161.00 | | 9,498.10 | 161.00 | | .00 |
| Shop Drawings - Reg.Time | AGC Alan G. Cox | 10-15-96 | 1.00 | 56.388 | 56.39 | | | |
| | | 10-31-96 | .50 | 56.388 | 28.19 | | | |
| | JJH Jorja J. Carmichael | 10-15-96 | 3.00 | 43.875 | 131.63 | | | |
| | | 10-31-96 | 1.00 | 43.875 | 43.88 | | | |
| | LSK Linda S. Kleingartner | 10-31-96 | .50 | 37.375 | 18.69 | | | |
| | Sub-total: | | 6.00 | | 278.78 | 6.00 | | 6.00 |
| Project Travel - Reg.Time | AGC Alan G. Cox | 10-15-96 | 4.00 | 56.388 | 225.55 | | | |
| | | 10-31-96 | 7.00 | 56.388 | 394.72 | | | |
| | | 11-15-96 | 4.00 | 56.388 | 225.55 | | | |
| | AJP Arlen J. Packard | 10-31-96 | 2.00 | 106.496 | 212.99 | | | |
| | CSM Christopher McComas | 10-15-96 | 2.00 | 55.123 | 110.25 | | | |
| | DLK Darrel L. Kruger | 10-15-96 | 1.50 | 93.75 | 140.63 | | | |
| | JPB Joel P. Blum | 10-15-96 | 3.00 | 158.63 | 475.89 | | | |
| | KAW Kimberly A. Palmer | 10-15-96 | 2.00 | 65.65 | 131.30 | | | |
| | TRL Timothy R. Luley | 10-15-96 | 2.00 | 66.788 | 133.58 | | | |
| | Sub-total: | | 27.50 | | 2,050.46 | 27.50 | | 27.50 |
| Reimbursables | | | | | | | | |
| Meals | JPB Joel P. Blum | 10-15-96 | 8.46 | 1.00 | 8.46 | | | |
| | Sub-total: | | | | 8.46 | | | 8.46 |
| Mileage - Co. Auto | AJP Arlen J. Packard | 10-31-96 | 96.00 | .28 | 26.88 | | | |
| | JPB Joel P. Blum | 10-15-96 | 94.00 | .28 | 26.32 | | | |

Project: 950017 Elwood Public Library
 Phase:

| | Date | Hours Units/Cost | Rate Mult | Amount | Adjusted | | |
|---------------------------------|----------|---------------------|--------------|--------|----------|--------|---|
| | | | | | Hours | Amount | |
| Sub-total: | | | | | 53.20 | 53.20 | ✓ |
| 5309 Mileage | | | | | | | |
| AGC Alan G. Cox | 10-31-96 | 405.00 | .28 | 113.40 | | | |
| KAW Kimberly A. Palmer | 10-15-96 | 98.00 | .28 | 27.44 | | | |
| Sub-total: | | | | | 140.84 | 140.84 | ✓ |
| 5320 Postage and Freight | | | | | | | |
| 1140 United Parcel Service | | | | | | | |
| Inv: 101296.00 | 10-31-96 | 36.49 | 1.00 | 36.49 | | | |
| IDG InterDesign Group | 10-31-96 | 12.33 | 1.00 | 12.33 | | | |
| Sub-total: | | | | | 48.82 | 48.82 | ✓ |
| 5330 Telephone | | | | | | | |
| 1232 Telco Communications Group | | | | | | | |
| Inv: 100196.00 | 10-31-96 | 4.35 | 1.00 | 4.35 | | | |
| Sub-total: | | | | | 4.35 | 4.35 | ✓ |
| 5340 Photocopies | | | | | | | |
| IDG InterDesign Group | 10-31-96 | 668.00 | .15 | 100.20 | | | |
| Sub-total: | | | | | 100.20 | 100.20 | ✓ |
| 5350 Fassimile Machine | | | | | | | |
| IDG InterDesign Group | 10-31-96 | 22.00 | .25 | 5.50 | | | |
| Sub-total: | | | | | 5.50 | 5.50 | ✓ |

| Amount | Adjusted | |
|-----------|----------|--------|
| | Hours | Amount |
| 13,327.14 | 211.50 | .00 |
| 361.37 | | 361.37 |
| .00 | | .00 |
| 13,688.51 | 211.50 | 361.37 |
| Total | | |
| 13,688.51 | | |
| ----- | | |
| 13,327.14 | 211.50 | .00 |
| 361.37 | | 361.37 |
| .00 | | .00 |
| 13,688.51 | 211.50 | 361.37 |
| Total | | |
| 13,688.51 | | |
| ----- | | |

BINGHAM, FARRER & WILSON
 A PROFESSIONAL CORPORATION
 ATTORNEYS AT LAW
 P.O. Box 494
 ELWOOD, INDIANA 46036
 (317) 552-9878

DAN M. BINGHAM
 1950-1981

MICHAEL E. FARRER
 JAMES W. WILSON

February 25, 1997

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

RE: City of Elwood Deed

Dear Jan:

At the request of the Board, I have obtained a copy of the City of Elwood's deed for the old library building. I am enclosing a copy of that deed for your file. If you need any additional information please do not hesitate to contact me. You will note that this is a 1902 Deed.

Sincerely,

BINGHAM, FARRER & WILSON, P.C.

BY: James W. Wilson
 JAMES W. WILSON

JWW/sb
 Enclosure

DR 155 page 481
Warranty Deed.

This Indenture Witnesseth, That William H. Smith Jr., and Anna L. Smith, his wife, Thomas M. Smith and Nannie S. Smith, his wife, Samuel M. Smith and Mary P. Smith his wife, Newton Smith and May B. Smith his wife, Sarah Bell, an unmarried woman, Fanny Taylor and Henry H. Taylor her husband, May Todd and LeRoy Todd her husband, being the sole and only heirs at law of William H. Smith, deceased

Convey and Warrant to the city of Elwood, a municipal corporation of Madison County, in the State of Indiana, for the sum of Three Thousand Dollars the following real estate in Madison County, in the State of Indiana, to-wit:

Lot number seven (7) in Block Number one (1) in the original town Plat of Quincy, now City of Elwood.

In Witness Whereof, The said William H. Smith Jr., and Anna L. Smith, his wife, Thomas M. Smith and Nannie S. Smith his wife; Samuel M. Smith and Mary P. Smith his wife; Newton Smith and May B. Smith his wife; Sarah Bell an unmarried woman; Fanny Taylor and Henry H. Taylor her husband May Todd and LeRoy Todd her husband have hereunto set their hands and seals this 24th day of April A. J. 1902.

| | |
|------------------|----------------------|
| Sarah Bell. | William H. Smith Jr. |
| Thomas M. Smith. | Anna L. Smith. |
| Nannie B. Smith. | Fanny Taylor. |
| Samuel M. Smith. | May Todd. |
| Mary P. Smith. | LeRoy Todd. |
| | Newton Smith. |
| | May B. Smith. |

State of Indiana, Madison County, SS: Before me, the undersigned a Notary Public in and for said county and state, this 17th day of April 1902, personally appeared William H. Smith Jr; Anna L. Smith his wife; Fanny Taylor, Henry H. Taylor her husband, May Todd, LeRoy Todd her husband and Sarah Bell and acknowledged the execution of the annexed deed.

Witness my hand and Notarial Seal.

Ed. B. Call Notary Public.

William H. Smith his wife; Samuel M. Smith and Mary P. Smith his wife; Newton Smith and May B. Smith his wife; Sarah Bell an unmarried woman; Fanny Taylor and Henry H. Taylor her husband May Todd and LeRoy Todd her husband have hereunto set their hands and seals this 24th day of April A. J. 1902.

| | |
|------------------|----------------------|
| Sarah Bell. | William H. Smith Jr. |
| Thomas M. Smith. | Anna L. Smith. |
| Nannie B. Smith. | Fanny Taylor. |
| Samuel M. Smith. | May Todd. |
| Mary P. Smith. | LeRoy Todd. |
| | Newton Smith. |
| | May B. Smith. |

State of Indiana, Madison County, SS: Before me, the undersigned a Notary Public in and for said county and state, this 17th day of April 1902, personally appeared William H. Smith Jr; Anna L. Smith his wife; Fanny Taylor, Henry H. Taylor her husband, May Todd, LeRoy Todd her husband and Sarah Bell and acknowledged the execution of the annexed deed.

Witness my hand and Notarial Seal.

(S E A L)

Ed. B. Call Notary Public.

My commission expires May 17, 1904.

State of Indiana, Grant County, SS: Before me, W. L. Reddick a Notary Public in and for said county and state, this 21 day of April 1902, personally appeared Thomas M. Smith and Nannie B. Smith his wife and acknowledged the execution of the annexed deed. Witness my hand and Notarial Seal.

(S E A L)

W. L. Reddick Notary Public.

Commission expires Jan. 2, 1906.

State of Indiana, Ripley County, SS: Before me, Wells Johnson a Notary Public in and for said county and state, this 22nd day of April 1902, personally appeared Samuel M. Smith and Mary P. Smith his wife and acknowledged the execution of the annexed deed. Witness my hand and Notarial Seal.

hand and Notarial Seal.

(S E A L)

Wells Johnson Notary Public.

My commission will expire Nov. 24th, 1904.

State of Colorado, Pueblo County, SS: Before me, John J. Langdon a Notary Public in and for said County and State, this 24th day of April 1902, personally appeared Newton Smith and May B. Smith, his Wife and acknowledged the execution of the annexed deed. Witness my hand and Notarial Seal.

(S E A L)

John J. Langdon Notary Public.

My commission expires Aug. 24, 1905.

Received and Recorded May 26, 1902 at 10 o'clock A.M.

A. J. D. M.

R.M.C.



JUST A REMINDER—

WE WILL BE MEETING IN COMMITTEE TO WORK ON A WAGE SCALE THIS COMING WEDNESDAY, MARCH 5, AT 4 P.M.

ADDITIONAL MATERIALS ENCLOSED FOR YOUR CONSIDERATION, THOUGH NO ACTION IS REQUIRED.

--KATHI W.

New Wage Scale Proposal

| Position | Starting Hourly Wage | Jan. 1, 97 | Sep. 1, 97 |
|------------------|---|------------|------------|
| Temp PT/Page | Federal Minimum | \$4.75 | \$5.15 |
| Custodian | Hire initially as Temp PT at Fed Min . . . at 90 days + \$.50 | \$5.25 | \$5.65 |
| Clerk | Hire initially as Temp PT at Fed Min . . . at 90 days + \$1.00 | \$5.75 | \$6.15 |
| Ast Coordinator | Fed Minimum + \$1.50 | \$6.25 | \$6.65 |
| Dpt Cord/Br Mgr | Fed Minimum + \$2.00 | \$6.75 | \$7.15 |
| Special Services | Fed Minimum + \$2.50 | \$7.25 | \$7.65 |

Administrative Assistant & Director are salaried as determined by the Board of Trustees.

Advantages:

- Simple & self-perpetuating – minimum wage is mandated, no need for future revisions of the wage scale.
- Objective – employees are paid for the position held regardless of part-time or full-time status.
- Equitable – the \$.50 increment between positions remains constant; no need for setting pay on a case-by-case basis. (If someone is promoted to a position where starting wage is less than their current pay, they would be given the standard \$.50 increase.)
- Budget-control – No need to calculate increases other than any cost-of-living given to all employees at beginning of the fiscal year. Easy to calculate impact of any adjustments in staffing.

BRICK PROJECT ACCOUNT - 364.7 GIFT FUND

| Receipt | Disbursement | Explanation |
|-------------|--------------|-------------|
| \$1,056.00 | | |
| \$321.00 | | |
| \$421.00 | | |
| | \$212.50 | |
| \$412.00 | | |
| \$462.00 | | |
| \$1,648.00 | | |
| \$977.00 | | |
| \$1,189.00 | | |
| \$1,245.00 | | |
| \$1,448.00 | | |
| \$730.00 | | |
| \$3,231.00 | | |
| \$3,917.00 | | |
| \$209.00 | | |
| \$665.00 | | |
| \$156.00 | | |
| | \$3,130.00 | Chance Bros |
| \$406.00 | | |
| \$19,043.00 | \$3,342.50 | \$15,700.50 |

Chance Bros. Bal = 2677.50

*Milkyard - Clean 2375.
Jotis Adams Frame 1500.
Hous of the Singing Winds - Steel Clean 2150.
Frame 1800.
One Day In Spring Festa Loops Clean 1105.
Woodland Pool Clean 1340.
Syden 10270*

*There would be \$2733.+
left because the art
figures are figured high.*

Gaylord

The Trusted Source

Gaylord Bros.

Box 4901
Syracuse, NY
13221-4901
1-315-457-5070
1-315-457-8387 Fax

INVOICE

Mail Payment to:
GAYLORD BROS.
General Post Office
PO Box 29755
New York NY 10087-9755

FED ID # 13-3380486

Gaylord

The Trusted Source

Gaylord Bros.

Box 4901
Syracuse, NY
13221-4901
1-315-457-5070
1-315-457-8387 Fax

Mail Payment to:
GAYLORD BROS.
General Post Office
PO Box 29755
New York NY 10087-9755

FED ID # 13-3380486

SOLD TO:

NORTH MADISON CO PUB LIBR
1600 MAIN ST
ELWOOD IN 46036-1598

YOUR ACCOUNT NO.

A00119370

SHIP TO (IF OTHER THAN "SOLD TO"):

SOLD TO:

NORTH MADISON CO PUB LIBR
1600 MAIN ST
ELWOOD IN 46036-1598

YOUR ACCOUNT NO.

A00119370

SHIP TO (IF OTHER THAN "SOLD TO"):

PLEASE REFER TO OUR INVOICE NUMBER
IN ALL COMMUNICATIONS REGARDING THIS INVOICE

605

02/07/97

YOUR PURCHASE ORDER NUMBER AND DATE

PLEASE REFER TO OUR INVOICE NUMBER
IN ALL COMMUNICATIONS REGARDING THIS INVOICE

605

02/07/97

YOUR PURCHASE ORDER NUMBER AND DATE

| OUR INVOICE NUMBER | INVOICE DATE | SHIPPED VIA | DATE SHIPPED | TERMS - NET 30 DAYS |
|--------------------|--------------|-------------|--------------|---------------------|
| 0C67017000 | 02/10/97 | UPS | 02/10/97 | DUE DATE 03/12/97 |

| OUR INVOICE NUMBER | INVOICE DATE | SHIPPED VIA | DATE SHIPPED | TERMS - NET 30 DAYS |
|--------------------|--------------|-------------|--------------|---------------------|
| 0C67017000 | 02/10/97 | UPS | 02/10/97 | DUE DATE 03/12/97 |

| ORDERED | SHIPPED | CATALOG NUMBER | DESCRIPTION | UNIT PRICE | EXTENDED AMOUNT |
|---------|---------|----------------|---|------------|-----------------|
| 5 | 5 | GTIT | TAG INSERTION TOOL | 0.000 | |
| 5 | 5 | GCT15 | *SF DATA #131 5" CHIP DEACT TRANS | 120.000 | 600.00 |
| 3 | 3 | GST33PR | *DATA 131 SS ADH 3.5" PLEASE REWIND | 100.000 | 300.00 |
| 1 | 1 | GCT25 | *DATA 131 DEACT TAG: CHIP DEACT SGL | 120.000 | 120.00 |
| 1 | 1 | CD96 | *DATA 131 ADH: STRIPED S CD SHIELD DEACT UNPABLE | 135.000 | 135.00 |
| | | | CIRCLE 4.5" DIAMETER | | |
| | | | ITEM SUBTOTAL | | 1,155.00 |
| 3 | | GCT75 | *** THE FOLLOWING ITEMS ARE BACKORDERED - NOT CHARGED *** EM 5" CHIP DEACT 5" TRANSPARENT -BOOKS ONLY | 120.000 | |

| ORDERED | SHIPPED | CATALOG NUMBER | DESCRIPTION | UNIT PRICE | EXTENDED AMOUNT |
|---------|---------|----------------|-------------|------------|-----------------|
| | | T/O BH JAN | 8175525001 | | |

Thank-you for your order, Bruce, Sandi, and John.
DO NOT CHARGE TRANS

INVOICE REFLECTS CURRENT PRICING.
AN EQUAL OPPORTUNITY EMPLOYER
THIS REMITTANCE COPY MUST ACCOMPANY PAYMENT

| SALES TAX | SHIPPING | TOTAL DUE |
|-----------|----------|-----------|
| | | |

INVOICE REFLECTS CURRENT PRICING.
AN EQUAL OPPORTUNITY EMPLOYER
REMITTANCE COPY MUST ACCOMPANY PAYMENT

| SALES TAX | SHIPPING | TOTAL DUE |
|-----------|----------|-----------|
| 0.00 | 0.00 | 1,155 |

Hoosier

PROPOSAL

Filing & Storage Systems Co., Inc.

4781 Industrial Parkway • Indianapolis, IN 46220
 PHONE: (317) 895-0672 • FAX: (317) 895-0672

TO: NORTH MADISON COUNTY PUBLIC LIBRARY
 124 North 14th Street
 Elwood, IN 46036

Date: January 31, 1996

Project No: ELWOODLIB1900

Terms: Net 30

F.O.B.: Factory-Freight Instal. Included

Delivery: 3-4 Weeks A.R.O.

WE PROPOSE THE FOLLOWING:

STATE-OF-THE-ART PERIODICAL STORAGE SYSTEM

To provide your library with the periodical filing efficiencies that you desire, we are recommending the incorporation of the Oblique Suspended filing system. New system will provide 55 shelves of suspended compartments (one wall in periodical room). Total current periodical capacity is approximately 800". (750" for periodicals and 50" for newspapers) New system will provide over 1,200 linear filing inches (50% growth) for this collection.

Oblique Suspended Periodical System **\$3,896.10**

Note: Above investment is guaranteed for your acceptance through December 15, 1996 and includes all costs associated with a complete and successful installation. Thank you!

| | | | | | |
|-------------------|----------------|---------|----------------|------------|-----|
| Post-It® Fax Note | 7671 | Date | 12-12-96 | # of pages | one |
| To | Troy M. | From | Kathi W. | | |
| | Hoosier Filing | | Elwood Library | | |
| Phone # | | Phone # | | | |
| Fax # | 317/895-0672 | Fax # | 317/552-0955 | | |

All contracts or any orders on Seller's proposals shall not be effective or binding upon the Seller until accepted at its Main Office in Indianapolis, Indiana. In the event that Purchaser does not accept delivery of this equipment ordered hereunder, within 6 months of the date of this order, Seller shall have the right to cancel such order at his option.

If the Seller, due to local conditions or local ordinances, is required to use its installers in a supervisory capacity only and local labor is required, the cost of such labor is to be added to the contract price.

PROPOSAL SUBMITTED FOR HOOSIER FILING & STORAGE SYSTEMS CO., INC.

Troy W. Menchhofer
 REPRESENTATIVE'S SIGNATURE

ACCEPTANCE BY PURCHASER:
Kathleen A. Wittkemper
 NAME AND TITLE (Please Print)
12-12-96 Kathleen A. Wittkemper
 DATE AUTHORIZED SIGNATURE

ACCEPTANCE BY HOOSIER FILING & STORAGE SYSTEMS CO., INC.

DATE AUTHORIZED SIGNATURE

The quotations and terms above are subject to the conditions stated above and on the reverse side of this sheet. All of which are hereby referred to and made a part thereof.

"Designers of Media, Material, and Space Management Systems"

Hoosier

Filing & Storage Systems Co., Inc.
 4781 Industrial Parkway Indianapolis, Indiana 46220

(317) 895-0672

INVOICE

TO: NORTH MADISON COUNTY LIBRARY
 124 NORTH 14TH STREET
 ELWOOD, IN 46036

SHIP TO: NORTH MADISON COUNTY LIBRARY
 124 NORTH 14TH STREET
 ELWOOD, IN 46036

| CHASE ORDER NUMBER | DATE ORDERED | DATE SHIPPED | SHIP VIA | F.O.B. | |
|--------------------|--------------|--------------|---------------------------|---------------------|----------|
| 1117 MILLER/ORDER | 12/15/96 | 01/01/97 | OVERNIGHT | PREPARE DESTINATION | |
| SALESPERSON | TERMS | PAYMENT DUE | NOTES | | |
| 1111 | NET 30 | 02/02/97 | 120-10000 | | |
| ITEM | ORDERED | SHIPPED | DESCRIPTION | PRICE | AMOUNT |
| | 1 | 1 | PERIODICAL STORAGE SYSTEM | 3896.10 | 3,896.10 |
| MESSAGE: | | | | SUBTOTAL | |
| | | | | SALES TAX | |
| | | | | SHIPPING | |
| | | | | TOTAL | 3,896.10 |

ONETIME INVOICE

Lucent Technologies
Bell Labs Innovations

LUCENT TECHNOLOGIES
INDIANA GBCB SBD 00550
11595 NORTH MERIDIAN 6TH FLOOR
CARMEL IN. 46032

Account Number: 0009-229-3828
Invoice Number: 5239006254
Invoice Date: 01-18-97

Lucent Technologies
Bell Labs Innovations

Attn: Kim Dalton
Lucent Technologies Inc.
Business Communications Systems
Suite 600
11595 N. Meridian St.
Carmel, IN 46032

00026194 2 AB .491 **AUTO

ELWOOD PUBLIC LIBRARY
1600 MAIN ST
ELWOOD IN 46036-2023

For billing inquiries: 1-800-692-6013 OR
1-317-843-3700
To place an order: 1-800-247-7000 OR
1-317-843-3700

Hand payment for \$11,426.49 to:

| | | | |
|--------------------|-------------------------------------|------------|--------------------|
| New Charges | Purchases: | \$9,020.04 | |
| | One-Time Charges/Credits: | \$2,406.45 | |
| | Total New Charges: | | \$11,426.49 |
| | Federal Excise Tax: | \$ 0.00 | |
| | State/Local Taxes: | \$ 0.00 | |
| | Total Taxes on New Charges: | | \$ 0.00 |
| | Total New Charges and Taxes: | | \$11,426.49 |

| | | |
|--------------------------|------------------------------------|--------------------|
| Remittance Amount | Total Payable Upon Receipt: | \$11,426.49 |
|--------------------------|------------------------------------|--------------------|

Date: 2-24-97
Name: Elwood Public Library
Account: 00922 93828

Dear Valued Customer,

A recent review of your account shows that your invoice(s) are still outstanding. The total amount due on your account is now \$ 11,475.39

If your records do not agree with ours or if you have questions about the outstanding invoice(s), please call our office at 1-800-317-6880 or 317-843-3725.

Sincerely,
T. Myer
Accounts Receivable Specialist

MAIL PAYMENT TO:

LUCENT TECHNOLOGIES
FORMERLY A T & T
SYSTEMS & TECHNOLOGIES
11595 N. MERIDIAN ST.
SUITE 600
CARMEL, IN. 46032

To ensure proper credit, please detach this portion and return with remittance.

Remittance Document

ELWOOD PUBLIC LIBRARY
1600 MAIN ST
ELWOOD IN 46036-2023

Lucent Technologies -
formerly the communications
systems & technology
units of AT&T
Branch Office: GBCNSCGG
Telephone Number: 1-800-692-6013
Account Number: 0009-229-3828
Invoice Number: 5239006254
Invoice Date: 01-18-97

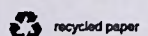
Address Correction: Please make checks payable to:

LUCENT TECHNOLOGIES
P.O. BOX 27-850
KANSAS CITY MO 64180-0001

| | |
|------------------|-------------|
| Amount Due: | \$11,426.49 |
| Amount Enclosed: | |

PLEASE FORWARD ALL CORRESPONDENCE TO THE ADDRESS LOCATED AT THE TOP OF THE INVOICE.

00000000 00092293828 5239006254 970217 0001142649



Lucent Technologies - Formerly the Communications Systems and Technology Units of AT&T



| | |
|----------------|----------------|
| ACCOUNT NUMBER | INVOICE NUMBER |
| 00092293828 | 00092293828 |

Lucent Technologies

ELWOOD PUBLIC LIBRARY

Page Number: 4 LAST
 Invoice Date: 01-18-87

| ONE-TIME ACTIVITY | | | | | | | | | | |
|--|------|---|-----------------------------|----------------------|---------------------------------|----------------------------|---|------------------------------|---------------------------------|--|
| ITEM NO. | QTY. | DESCRIPTION PROD NO./SO NO. PO NO. | TERMS EXPIRATION DATE | TYPE OF ACTION | PURCHASE PRICE (PER UNIT) | TOTAL PURCHASE PRICE | OTHER ONE-TIME CHARGES (PER UNIT) | TOTAL ONE-TIME CHARGES | MONTHLY CHARGE (PER UNIT) | TOTAL PARTIAL PERIOD SERVICE CHARGES |
| THE FOLLOWING EQUIPMENT/SERVICE IS PROVIDED AT: ACCOUNT # 00092293828 ELWOOD PUBLIC LIBRARY (CONTINUED) LOCATION # 00092293828 ELWOOD PUBLIC LIBRARY 1600 MAIN ST ELWOOD IN 46036 | | | | | | | | | | |
| 23 | 1 | BAYSTK 10BASE-T SHMP MM MOD 4580-660 /SO: 08638173201 PO: 525 | | Install 01-08-97 | | | \$270.00 | \$270.00* | \$0.00 | \$0.00 |
| 24 | 1 | CASCADE CABLE FOR BAYSTACK 4580-664 /SO: 08638173201 PO: 525 | | Purchase 01-08-97 | \$50.15 | \$50.15* | | | \$0.00 | \$0.00 |
| Subtotals This Location: | | | | | | \$9,020.04 | | \$2,408.45 | | \$0.00 |
| Totals This Account: | | | | | | \$9,020.04 | | \$2,408.45 | | \$0.00 |
| Totals: | | | | | | \$9,020.04 | | \$2,408.45 | | \$0.00 |

PE Transferred
 * Taxes Not Applicable

| | |
|----------------|----------------|
| ACCOUNT NUMBER | INVOICE NUMBER |
| 00092293828 | 5230006254 |

Lucent Technologies

ELWOOD PUBLIC LIBRARY

Page Number: 3
Invoice Date: 01-18-87

ONE-TIME ACTIVITY

| ITEM NO. | QTY. | DESCRIPTION PROD NO./SO NO. RO NO. | TERMS EXPIRATION DATE | TYPE OF ACTION | PURCHASE PRICE (PER UNIT) | TOTAL PURCHASE PRICE | OTHER ONE-TIME CHARGES (PER UNIT) | TOTAL ONE-TIME CHARGES | MONTHLY CHARGE (PER UNIT) | TOTAL PARTIAL PERIOD SERVICE CHARGES |
|---|------|---|-----------------------------|----------------------|---------------------------------|----------------------------|---|------------------------------|---------------------------------|--|
| THE FOLLOWING EQUIPMENT/SERVICE IS PROVIDED AT: ACCOUNT # 00092293828 ELWOOD PUBLIC LIBRARY (CONTINUED) | | | | | | | | | | |
| LOCATION # 00092293828 ELWOOD PUBLIC LIBRARY 1600 MAIN ST ELWOOD IN 45036 | | | | | | | | | | |
| 12 | 1 | PARTNER II R4.1 CONTROL UNIT 6050-C41 /SO: 08580686201 PO: 495 | | Purchase 01-07-87 | \$1,017.25 | \$1,017.25* | | | \$0.00 | \$0.00 |
| 13 | 1 | PARTNER II R4.1 CONTROL UNIT 6050-C41 /SO: 08580686201 PO: 495 | | Install 01-07-87 | | | \$93.00 | \$93.00* | \$0.00 | \$0.00 |
| 14 | 3 | PARTNER RLS 3.1 EXPANSION MOD 60631 /SO: 08580686201 PO: 495 | | Purchase 01-07-87 | \$269.00 | \$807.00* | | | \$0.00 | \$0.00 |
| 15 | 3 | PARTNER RLS 3.1 EXPANSION MOD 60631 /SO: 08580686201 PO: 495 | | Install 01-07-87 | | | \$41.50 | \$124.50* | \$0.00 | \$0.00 |
| 16 | 1 | PARTNER MAIL-VS R3 10 MAILBOX 6108-103 /SO: 08580686201 PO: 495 | | Purchase 01-07-87 | \$1,174.96 | \$1,174.96* | | | \$0.00 | \$0.00 |
| 17 | 1 | PARTNER MAIL-VS R3 10 MAILBOX 6108-103 /SO: 08580686201 PO: 495 | | Install 01-07-87 | | | \$400.00 | \$400.00* | \$0.00 | \$0.00 |
| 18 | 1 | MODEL 600 LATTIS EZ VIEW NMS 4580-001 /SO: 08638173201 PO: 525 | | Purchase 01-08-87 | \$92.07 | \$92.07* | | | \$0.00 | \$0.00 |
| 19 | 1 | MODEL 600 LATTIS EZ VIEW NMS 4580-001 /SO: 08638173201 PO: 525 | | Install 01-08-87 | | | \$180.00 | \$180.00* | \$0.00 | \$0.00 |
| 20 | 2 | BAYSTK 10BASE-T HUB 24RJ-45 PTS 4580-855 /SO: 08638173201 PO: 525 | | Purchase 01-08-87 | \$1,313.11 | \$2,626.22* | | | \$0.00 | \$0.00 |
| 21 | 2 | BAYSTK 10BASE-T HUB 24RJ-45 PTS 4580-855 /SO: 08638173201 PO: 525 | | Install 01-08-87 | | | \$300.00 | \$600.00* | \$0.00 | \$0.00 |
| 22 | 1 | BAYSTK 10BASE-T SHMP NM MOD 4580-660 /SO: 08638173201 PO: 525 | | Purchase 01-08-87 | \$480.07 | \$480.07* | | | \$0.00 | \$0.00 |

PE Transferred
* Taxes Not Applicable

| ACCOUNT NUMBER | INVOICE NUMBER |
|----------------|----------------|
| 0009-229-3828 | 5239006254 |

Lucent Technologies

ELWOOD PUBLIC LIBRARY

Page Number: 2
Invoice Date: 01-18-97

| ONE-TIME ACTIVITY | | | | | | | | | | |
|--|------|--|-----------------------------|-----------------------|---------------------------------|----------------------------|---|------------------------------|---------------------------------|--|
| ITEM NO. | QTY. | DESCRIPTION PROD NO./SO NO. PO NO. | TERMS EXPIRATION DATE | TYPE OF ACTION | PURCHASE PRICE (PER UNIT) | TOTAL PURCHASE PRICE | OTHER ONE-TIME CHARGES (PER UNIT) | TOTAL ONE-TIME CHARGES | MONTHLY CHARGE (PER UNIT) | TOTAL PARTIAL PERIOD SERVICE CHARGES |
| THE FOLLOWING EQUIPMENT/SERVICE IS PROVIDED AT: ACCOUNT # 00092293828 ELWOOD PUBLIC LIBRARY LOCATION # 00092293828 ELWOOD PUBLIC LIBRARY 1600 MAIN ST ELWOOD IN 46036 | | | | | | | | | | |
| 1 | 300 | ADMINISTRATION ASSIST 0425-101 /SO: 08580686201 PO: 495 | | Srvc Chrg 01-07-97 | | | \$1.00 | \$300.00* | \$0.00 | \$0.00 |
| 2 | 1 | MATERIAL SHIPPING CHARGE 0501-D00 /SO: 08580686201 PO: 495 | | Srvc Chrg 01-07-97 | | | \$24.95 | \$24.85* | \$0.00 | \$0.00 |
| 3 | 8 | PARTNER 6 BUTTON TELEPHONE-BLK 3158-04B /SO: 08580686201 PO: 495 | | Purchase 01-07-97 | \$126.77 | \$1,014.16* | | | \$0.00 | \$0.00 |
| 4 | 8 | PARTNER 6 BUTTON TELEPHONE-BLK 3158-04B /SO: 08580686201 PO: 495 | | Install 01-07-97 | | | \$23.50 | \$188.00* | \$0.00 | \$0.00 |
| 5 | 2 | PARTNER 16 BUT DISPLAY TEL-BLK 3158-07B /SO: 08580686201 PO: 495 | | Purchase 01-07-97 | \$188.64 | \$377.28* | | | \$0.00 | \$0.00 |
| 6 | 2 | PARTNER 16 BUT DISPLAY TEL-BLK 3158-07B /SO: 08580686201 PO: 495 | | Install 01-07-97 | | | \$28.00 | \$56.00* | \$0.00 | \$0.00 |
| 7 | 2 | TRANSTALK BAT-TEXT-BLK 32030 /SO: 08580686201 PO: 495 | | Purchase 01-07-97 | \$42.67 | \$85.34* | | | \$0.00 | \$0.00 |
| 8 | 1 | TRANSTALK CARRIER ASSEMBLY 3204-CR2 /SO: 08580686201 PO: 495 | | Purchase 01-07-97 | \$200.98 | \$200.98* | | | \$0.00 | \$0.00 |
| 9 | 1 | TRANSTALK CARRIER ASSEMBLY 3204-CR2 /SO: 08580686201 PO: 495 | | Install 01-07-97 | | | \$100.00 | \$100.00* | \$0.00 | \$0.00 |
| 10 | 2 | MDW 9010 WIRELESS SET-BLACK 3204-W2B /SO: 08580686201 PO: 495 | | Purchase 01-07-97 | \$547.28 | \$1,094.56* | | | \$0.00 | \$0.00 |
| 11 | 2 | MDW 9010 WIRELESS SET-BLACK 3204-W2B /SO: 08580686201 PO: 495 | | Install 01-07-97 | | | \$35.00 | \$70.00* | \$0.00 | \$0.00 |

PE Transferred
* Taxes Not Applicable

MONTHLY INVOICE

LUCENT TECHNOLOGIES
INDIANA GBCB SBD 00550
11595 NORTH MERIDIAN 6TH FLOOR
CARMEL IN. 46032

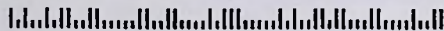
Lucent Technologies
Bell Labs Innovations



Account Number: 0009-229-3828
Invoice Number: 5239281024
Invoice Date: 01-28-97

Address Correction Requested

00029497 1 AB .261 **AUTO



ELWOOD PUBLIC LIBRARY
1600 MAIN ST
ELWOOD IN 46036-2023

For billing inquiries: 1-800-692-6013 OR 1-317-843-3700
To place an order: 1-800-247-7000 OR 1-317-843-3700

| | | | |
|---|--|---|--------------------|
| New Charges | | Lease and Rentals 01-28 through 02-27: | \$ 0.00 |
| | | Maintenance 01-28 through 02-27: | \$ 48.90 |
| | | Purchases: | \$ 0.00 |
| | | One-Time and Partial Charges/Credits: | \$ 0.00 |
| | | Total New Charges: | \$ 48.90 |
| | | Federal Excise Tax: | \$ 0.00 |
| | | State/Local Taxes: | \$ 0.00 |
| | | Total Taxes on New Charges: | \$ 0.00 |
| | | Total New Charges and Taxes: | \$ 48.90 |
| Balance Brought Forward | | Balance as of Last Invoice: | \$ 48.90 |
| | | Additional Billing 12-29 through 01-27: | \$11,426.49 |
| | | Payments Received: | \$ 48.90CR |
| | | Date: Amount: | |
| | | 01-21 \$48.90 | |
| | | Net Adjustments: | \$ 0.00 |
| | | Balance Brought Forward: | \$11,426.49 |
| Remittance Amount | | Total Payable Upon Receipt: | \$11,475.39 |
| PAYMENT IS DUE WITHIN THIRTY (30) DAYS FROM THE INVOICE DATE. DELINQUENT PAYMENTS ARE SUBJECT TO A LATE PAYMENT CHARGE OF ONE AND ONE HALF PERCENT (1.5%) PER MONTH, OR PORTION THEREOF, OF ANY UNDISPUTED BALANCE. | | | |

To ensure proper credit, please detach this portion and return with remittance.

Remittance Document

ELWOOD PUBLIC LIBRARY
1600 MAIN ST
ELWOOD IN 46036-2023



Lucent Technologies -
formerly the communications
systems & technology
units of AT&T

Branch Office: GBCNSCGG
Telephone Number: 1-800-692-6013
Account Number: 0009-229-3828
Invoice Number: 5239281024
Invoice Date: 01-28-97

Address Correction: Please make checks payable to:

LUCENT TECHNOLOGIES
P.O. BOX 27-850
KANSAS CITY MO 64180-0001

Amount Due: **\$11,475.39**

Amount Enclosed: **\$11,426.49**

(less \$48.90)

PLEASE FORWARD ALL CORRESPONDENCE TO THE ADDRESS LOCATED AT THE TOP OF THE INVOICE.

00000000 00092293828 5239281024 970227 0001147539

◆ Even Start Public Forum ◆

March 1997

Elwood Community School Corporation Invites Public to March 4 Forum

The public is invited to participate at a public forum held at the high school library on Tuesday, March 4 at 7:00 p.m. concerning the application for funds to promote family literacy through an Even Start program.



Even Start programs promote family-centered educational opportunities.

Even Start Programs Promote Family Literacy

The purpose of an Even Start proposal for the Elwood community is to support family-centered educational programming by tying existing programs together in an integrated manner. Programs may be designed to provide services within a school and/or community setting and may be home-based.

Partners Needed

Eligible schools must coordinate a partnership between one or more of the following:

- nonprofit community-based organizations
- public agencies
- institutions of higher learning
- public or private nonprofit organizations of demonstrated quality

Program Possibilities

Even Start programs may include an integration of some of the following:

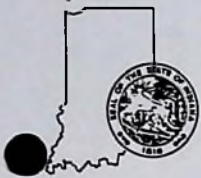
- expanded adult basic education programs
- child care
- preschool experiences for eligible children
- training of parents to be child's first teacher
- transportation
- home visitations
- nutrition education
- health education

Eligible Families

To be eligible for Even Start, a family must have at least one eligible parent and at least one eligible child participating together in the full scope of the project. Eligible children are those birth through age seven with a parent eligible for Even Start Services. Eligible parents must have a child birth through seven and must either be eligible for adult basic education programs or be under 18 years of age.

PUBLIC INVITED

Even Start Public Forum
⇒ Tuesday, March 4
⇒ 7:00 p.m.
⇒ Elwood High School Library



STATE OF INDIANA

INDIANA STATE LIBRARY
140 North Senate Avenue
Indianapolis, IN 46204-2296
Tel. (317) 232-3675
Fax (317) 232-3728

Charles Ray Ewick, Director

Hearing Date Set For Public Library Standards

The Indiana State Library will hold a public hearing on the topic of revised standards for public libraries on Thursday, April 10 at 1:30 p. m. (E. S. T.) in the auditorium of the State Library, 140 North Senate Avenue, Indianapolis, Indiana 46204. At the meeting, Dr. Charles Bertram, President, Indiana Library & Historical Board, and Ray Ewick, State Librarian, will hear comments about the standards. Written comments will also be accepted and should be addressed to Dr. Bertram or Ray Ewick at the Indiana State Library.

The full text of the proposed standards is published in the March, 1997 issue of the *Indiana Register*. In addition, copies are on file in the Library Development Office of the State Library.

The revisions to the standards were recommended by the Public Library Services Committee of the Indiana State Library Advisory Council. An initial opportunity for public comment on the revisions was held on April 2, 1996. As a result of that meeting, a few additional changes were made to the standards.

A public hearing is part of the process for adoption of administrative rules for state agencies. Further steps in the rules promulgation process include approval by the Indiana Library & Historical Board and approval by both the Attorney General and the Governor. Once the standards are approved, they will become part of the Indiana Administrative Code.

###

INDIANA LIBRARY AND HISTORICAL BOARD

PROPOSED RULE
LSA Document # 96-269
Digest

Amends 590 IAC 1-1 to revise minimum standards for public libraries and to add new standards. Effective 30 days after filing with the secretary of state.

SECTION 1. 590 IAC 1-1-0.6 IS ADDED TO READ AS FOLLOWS:

590 IAC 1-1-0.6 Definitions

Authority: IC 4-23-7.1-11

Affected: IC 4-23-7

Sec. 0.6. The following definitions apply throughout this rule:

(1) "Accredited college or university" means a college or university that qualifies for membership in the North Central Association of Colleges and Secondary Schools or other regional or national associations of similar rank.

(2) "Administrative experience" means experience attained as a head librarian/director or by having supervision over and responsibility for the work of other persons.

(3) "Approved library education" means elementary instruction in library science taken, after completion of two (2) years of academic education, in an institution accredited by the American Library Association (ALA) or approved by the Indiana department of education. Similar approved courses in library science taken outside of Indiana may be accepted.

(4) "By-laws" mean the rules adopted by the library board for the government of its members and the regulation of its affairs.

(5) "Continuing education" means an approach to education that encourages dynamic and continuous learning.

(6) "Director" means the librarian who is the administrative head of the library and is responsible to the library board for the operation and management of the library.

(7) "Evening hours" mean the hours the library is open after 5 p. m.

(8) "Full-time" means that the director is paid for thirty-five (35) to forty (40) hours per week or, if the library is open fewer than thirty-five (35) hours per week, the director is paid for the number of hours that the library is open.

(9) "Graduate degree" means completion of at least one (1) year of professional study on the graduate level taken in an accredited library school and validated by a diploma such as the Master of Library Science or Master of Information Science.

(10) "Indiana cooperative library services authority" or "INCOLSA" means a cooperative, statewide structure for information and resource sharing.

(11) "Library board" means the fiscal and administrative body of a public library.

(12) "Population served" means residents or real property taxpayers of the library district taxed for the support of the library.

(13) "Software" means programs that tell the computer what operations to perform.

(14) "Special services" means library service for special populations such as the blind, deaf, or physically handicapped.

(Indiana State Library and Historical Board; 590 IAC 1-1-0.6)

SECTION 2. 590 IAC 1-1-2.5 IS AMENDED TO READ AS FOLLOWS:

590 IAC 1-1-2.5 Minimum standards for public libraries

Authority: IC 4-23-7.1-11

Affected: IC 4-23-7; IC 4-23-7.1; IC 6-1.1-18.5;
IC 20-14-2; IC 20-14-6; IC 20-14-7;
IC 20-14-12

Sec. 2.5 (a) The library must operate in compliance with Indiana laws, including the Public Library Law (IC 20-14-2; IC 20-14-6; ~~IC 20-14-7.5~~ IC 20-14-7-6), the Indiana Library and Historical Department Law (IC 4-23-7) and other Indiana laws that affect municipal units.

~~(b) The library must be in compliance with the Indiana Library Certification Law (IC 20-14-12) and regulations promulgated by the Indiana library and historical board governing the number of certified personnel and the level of certification required according to the population served by the library. The library board is responsible for hiring a full-time library director with the education and experience required for the size of population served by the library as follows:~~

(1) Serving a population greater than one hundred fifty thousand (150,000):

(A) graduation from an accredited college or university;

(B) a graduate degree from an ALA accredited library science school; and

(C) six (6) years of library experience, including at least three (3) years of administrative experience after completing the graduate degree.

(2) Serving a population from twenty-five thousand one (25,001) to one hundred fifty thousand (150,000):

(A) graduation from an accredited college or university;

(B) a graduate degree from an ALA accredited library science school; and

(C) three (3) years of library experience after completing the graduate degree.

(3) Serving a population from ten thousand one (10,001) to twenty-five thousand (25,000):

(A) graduation from an accredited college or university; and

(B) a graduate degree from an ALA accredited library science school.

(4) Serving a population from five thousand one (5,001) to ten thousand (10,000):

(A) a bachelor's degree from an accredited college or university; and
(B) at least fifteen (15) semester hours of approved library education, with areas of study to include:

(i) selection and evaluation of media;

(ii) public library administration;

(iii) reference and information sources;

(iv) cataloging and organization of materials; and

(v) children's materials.

(5) Serving a population of five thousand (5,000) or fewer:

(A) two (2) years of academic education in an accredited college or university; and

(B) at least nine (9) additional semester hours of approved library education, with areas of study to include:

(i) selection and evaluation of media;

(ii) public library administration; and

(iii) reference and information sources.

(c) The library board shall:

(1) classify employees;

(2) adopt schedules of salaries; and

(3) prescribe their duties of employees;

all with the advice and recommendations of the library director.

(d) All newly constructed and existing library facilities (central buildings and branches) must be in compliance with local, and state, and federal building, health and safety codes.

(e) The library shall participate in the Indiana library and information services network as be a member of an area the Indiana cooperative library services authority (INCOLSA).

(f) The library shall provide the following minimum services:

(1) Acquisition, organization, and loan of materials.

(2) Availability of general collections to the public at all times the library is open.

(3) A telephone listed in the library's name.

(4) Interlibrary loan free of charge (other than reimbursement for actual photocopy and postage or freight costs).

~~(5) In-house use of materials for all Indiana residents.~~

(g) The library must comply with federal laws affecting employment practice and facilities management.

(h) The library board shall be governed by written by-laws that outline its purpose and operational procedures.

(i) The library shall have a written long-range plan of service for two (2) to five (5) years, including the following:

- (1) A statement of community needs, goals, and measurable objectives.
- (2) A method for periodic review and evaluation.

(j) The library shall have a written automation plan that conforms with the automation standards in 590 IAC 2 adopted by the Indiana library and historical board.

(k) The library board shall adopt the following:

- (1) A written collection development policy.
- (2) Principles of access to all library materials and services.

(l) The library board and director shall maintain their separate functions as follows:

- (1) The board is responsible for governance.
- (2) The director is responsible for administration.

(m) All library trustees shall follow the principles discussed in current state publications for trustees that are approved by the Indiana state library.

(n) The library shall have written personnel policies and procedures. Written personnel policies and procedures must address at least the following:

- (1) Employment practices, such as:
 - (A) recruitment;
 - (B) selection; and
 - (C) appointment.
- (2) Personnel actions, such as:
 - (A) placement;
 - (B) performance evaluations;
 - (C) promotions;
 - (D) grievances;
 - (E) disciplinary actions; and
 - (F) personnel records.
- (3) Salary administration.
- (4) Employee benefits.
- (5) Conditions of work.
- (6) Leaves.

(o) The library shall support continuing education for staff and trustees.

(p) The library must comply with provisions of the federal Americans with Disabilities Act to make its services available to everyone.

(q) Hours of service shall be provided to allow the greatest possible access for the community as follows:

- (1) The library serving a population of fifteen thousand (15,000) or fewer must be open a minimum of twenty (20) hours each week, including at least one (1) evening and some hours on one (1) weekend day.
- (2) The library serving a population between fifteen thousand (15,000) and thirty thousand (30,000) must be open a minimum of forty-five (45) hours each week, including at least two (2) evenings and at least one (1) weekend day.
- (3) The library serving a population over thirty thousand (30,000) must be open a minimum of fifty-five (55) hours each week, including at least three (3) evenings and at least one (1) weekend day.

(r) The library shall provide the following:

- (1) Reference services.
- (2) Children's services.
- (3) Library sponsored programming.
- (4) Audiovisual services.
- (5) Special services.

(s) The library shall inform its public of the services available and encourage use of these services.

(t) The library shall provide at least a base level of technology consisting of a computer, modem, fax, printer, and software by January 1, 1998.

(u) The library shall file with the Indiana state library by February 1 of each year an annual report for the preceding calendar year, as of December 31, in the form(s) form prescribed by the Indiana state library. Included in the report shall be a statement certifying which standards have been met, including a statement outlining the library's intention and specific measures planned to reach the remaining requirements not met at that time. Any falsification of statements certifying which standards have been met shall result in the library being required to return to the Indiana state library any state or federal funding that was received. (*Indiana Library and Historical Board; 590 IAC 1-1-2.5; filed Mar 17, 1986, 4:00 p m; 9 IR 1966; errata, 9 IR 2063*)

AUDITOR of MADISON COUNTY

PATRICIA DILLON
Auditor

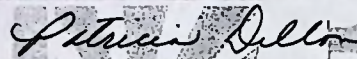
Madison County Government Center
Anderson, Indiana 46016

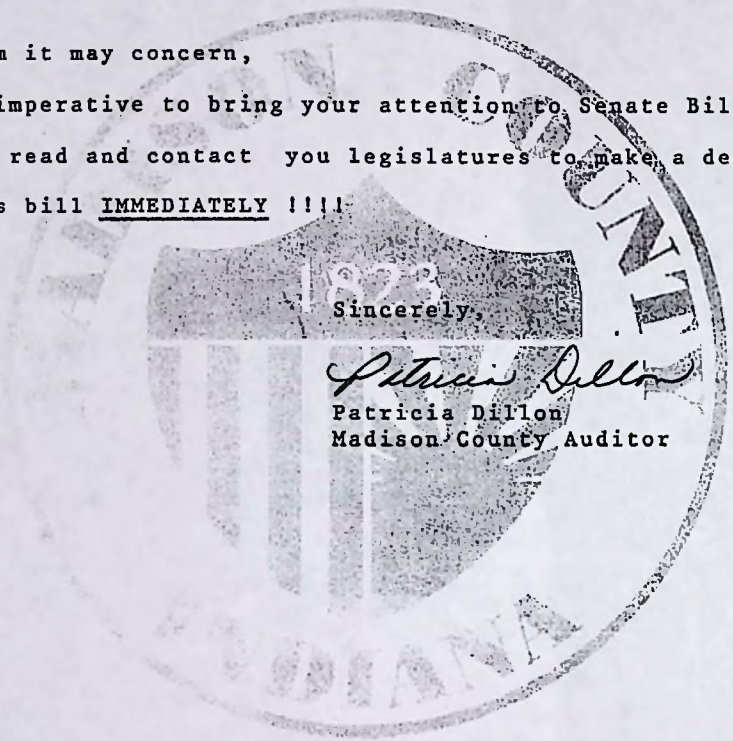
February 27, 1997

To whom it may concern,

It is imperative to bring your attention to Senate Bill 273.
Please read and contact your legislatures to make a decision
on this bill IMMEDIATELY !!!!

Sincerely,


Patricia Dillon
Madison County Auditor



INDIANA STATE SENATORS

David Ford, District 19 -
2776 S. Angling Pike
Hartford City, IN 47348

Represents

Madison County - Van Buren Township
Monroe Township

Howard Kenley, District 20 -

Represents

Madison County - Boone Township
Duck Creek Township
Monroe Township
Pipe Creek Township
Van Buren Township

Grant County

Delaware County

William McCarty, District 25 - D
158 Nursery Rd
Anderson, IN 46012
Bus. (317) 642-4966
Home (317) 649-6360

*Address Correspondence to:
Senate Chambers, Indiana State House
200 W. Washington
Indianapolis, IN 46204
1-800-382-9467
or 232-9400

Represents

Madison County - Anderson City & Township
Jackson Township
Lafayette Township
Richland Township
Stony Creek Township
Union Township

Delaware County -

Hamilton Township
Harrison Township
Center Township (Pct. 47)
Mt. Pleasant Township (Pct. 55 & 74)

INDIANA STATE SENATORS

Beverly Gard, District 28 - R
1735 Hickory Lane
Greenfield, IN 46140
or...
P O Box 949
Greenfield, IN 46140
(317)462-2527

*Address Correspondence to:
Rm. 4D South, Senate Chambers
Indiana State House
200 W. Washington
Indianapolis, In 46204
1-800-382-9467, Ext. 9493 (9:00am-4:30pm)
1-317-232-9400

Represents

Madison County -

Adams Township
Fall Creek Township
Green Township

Hancock County

Henry County

INDIANA STATE REPRESENTATIVE

P. Eric Turner, District 32 - R
5541 S. Harmon
Marion, IN 46953
Home (317)674-8571

Represents

Madison County -

Boone Township
Duck Creek Township
Lafayette Township
Monroe Township
Richland Township (Pct. 1, 2 & 4)
Van Buren Township (includes Florida Stateion)

INDIANA STATE REPRESENTATIVE

Jack Lutz, District 36 -
5070 Stonespring Way
Anderson, IN 46012
Bus 1-800-382-9842
Home 643-4598

Represents

Madison County -

Adams Township
Anderson Township (Pct. 2, 3, & 4)
Anderson City (Ward 1, Pct. 1, 2, 3, 4, 5, 6, 7, 8 & 9)
(Ward 2, Pct. 1, 2 & 7)
(Ward 3, Pct. 5)
(Ward 4, Pct. 7)
(Ward 5, Pct. 1, 2, 3, 4, 4a, 5, 6, & 7)
(Ward 6, Pct. 1)
Fall Creek Township (Pct. 1 & 2)
Union Township
Richland Township (Pct. 3)

Delaware County -

Salem Township & Pct. 52, 54, & 72

Rolland Webber, District 37 - D
32 South Drive
Anderson, IN 46014
Bus 1-800-382-9842
Home (317)642-6517

*Address Correspondence to:
House Chambers, Indiana State House
200 W. Washington
Indianapolis, IN 46204
1-800-382-9841, 1-800-382-9842
1-317-232-9600, 232-9700

Represents

Madison County -

Anderson Township (Pct. 1)
Anderson City (Ward 2, Pct. 3, 4, 5, 6, 8, 9, 10, & 11)
(Ward 3, Pct. 1, 2, 3, 4, 6, 7, 8, & 9)
(Ward 4, Pct. 1, 2, 3, 4, 5, & 6)
(Ward 6, Pct. 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, & 12)
Fall Creek Township (Pct. 3, 4, 5, 6, 7, & 8)
Stony Creek Township

Hancock County -

Green Township

HOMESTEAD CREDIT FACT SHEET

(Prepared by the Legislative Committees of the Auditor's and Treasurer's State Associations)

The purpose of this fact sheet is to inform legislators of the need for and importance of quick action on SB 273 or any other bill that is intended to change the State Homestead Credit. If any bill changing the Homestead Credit is not enacted soon, essentially the costs to the local units of government will exceed the savings to taxpayers.

Indiana Statute currently provides for the following deadlines:

March 15 - Deadline for the County Auditor to complete the calculation of taxes and submit the abstract of assessed valuations and taxes levied to the State Auditor, State Board of Tax Commissioners and County Treasurers. *(A delay causes the state to use prior year's replacement credit and homestead credit amounts which results in a loss of income to ALL local units of government.)*

April 25 - Last day Treasurers can mail tax bills to comply with May 12 due date. *(After taxes are calculated, County Treasurers need several weeks to print and mail tax bills.)*

May 12 - Spring tax due date.

June 30 - Last day County Auditor can distribute spring tax collections

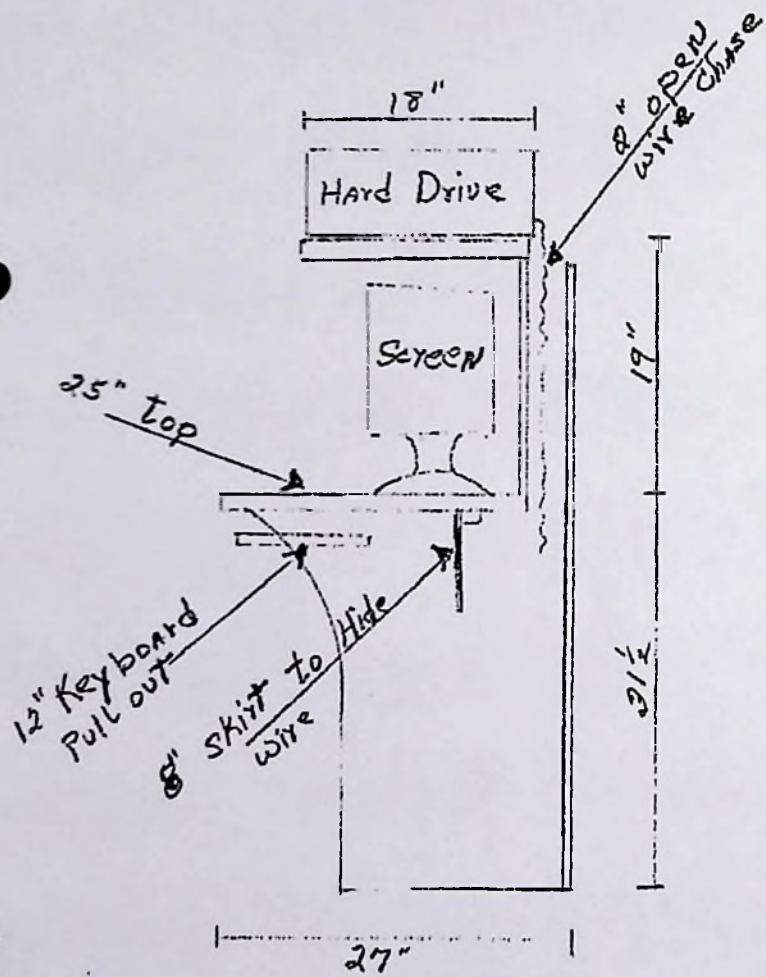
Delays in the tax billing, collection, and distribution process creates the following problems for local government officials.

- Loss of interest revenue earned from short-term investment of tax collections.
- Advances of tax collections to local units of government cannot be made. Local units of government must borrow to cover operating expenses resulting in borrowing costs that would be incurred (i.e., interest, bond counsel, etc.).
- Loss of revenue and increased costs of tax collections will cause confusion and anger among constituents.

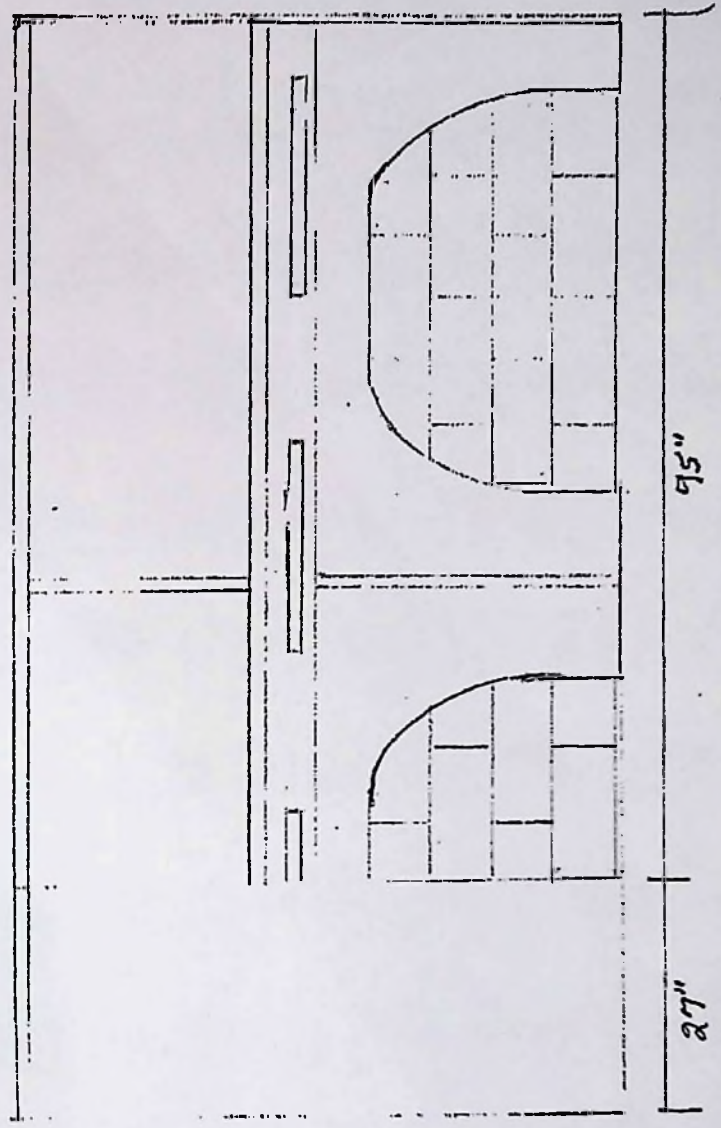
These problems occurred in 1996 due to reassessment and will occur again in 1997 if a timely decision is not made relative to the Homestead Credit.

Calculating taxes now with the 6% State Homestead Credit and making adjustments later this year is NOT a viable option. Counties simply cannot comply with this "mandate" that affects nearly 3 million parcels statewide. There are insufficient resources available for changing computer programs and county budgets cannot afford the costs of these changes or the cost of additional mailings. The costs are estimated to be several million dollars.

If the legislation increasing the credit from 6% to 8% is not signed into law as soon as possible, then the tax bills are mailed late, the due date must be extended, tax collections are delayed and settlement is delayed. The result of increasing the credit too late will create significant, additional costs for all local units of government. The savings to taxpayers of implementing an increase in the homestead credit late will not offset the costs that will be borne by all 92 county budgets notwithstanding the costs to all other units of government.



Side View



Front View

Restructuring and pay revisions

Job titles

Clerk- full and part time employees and tech service support staff

Department heads and branch managers

Page = part time high school or college student

Custodian

Suggestions

1. Part time employees should receive same pay scale as full time employees and be entitled to raises. Part time is considered 20 to 25 hours per week. New part-time help will not be entitled to benefit package. Effective April 1, 1997

2. Full time employees should work a forty hour week.
Effective April 1, 1997

3. Raises based on time on job and employees will also receive cost of living raises.

Clerk

range 6.50 to 8.50

| | | |
|----------|-----|------|
| start at | | 6.50 |
| 90 day | .15 | 6.65 |
| 1 year | .15 | 6.80 |
| 2 year | .15 | 6.95 |
| 3 year | .55 | 7.50 |
| 4 year | .50 | 8.00 |
| 5 year | .50 | 8.50 |

Department heads and branch managers

range 7.55-9.55

| | | |
|----------|-----|------|
| start at | | 7.55 |
| 90 day | .15 | 7.70 |
| 1 year | .15 | 7.85 |
| 2 year | .15 | 8.00 |

| | | |
|--------|-----|------|
| 3 year | .55 | 8.55 |
| 4 year | .50 | 9.05 |
| 5 year | .50 | 9.55 |

Custodian one full time custodian to cover Elwood, Summitville, and Frankton one part-time custodian for Elwood

range 6.25-8.25

| | | |
|--------|-----|------|
| start | - | 6.25 |
| 90 day | .15 | 6.40 |
| 1 year | .15 | 6.55 |
| 2 year | .15 | 6.70 |
| 3 year | .55 | 7.25 |
| 4 year | .50 | 7.75 |
| 5 year | .50 | 8.25 |

Page minimum wage

Advantages

1. Every position receives the same increase based on years of service.
2. Some salaries may have to be redlined.
3. Gradual raises over longer span of time.
4. Easier to figure budget.
5. Eliminates benefit package for new part-time hires.
6. Increases hours to 40 hours for full time.

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001

FAX (317) 552-0955

NORTH MADISON COUNTY BOARD OF TRUSTEES

Executive Meeting

6:00pm
1-13-97

CALL TO ORDER

President Linda Sizelove called an executive meeting to order at the Elwood Library Meeting Room, December 9, 1996 at 6:00pm.

CALL FOR QUORUM

Other board members present were: Pam Bohlander, Barbara Abernathy, Beverly Austin, Jerry Kaiser. Also present were Director Kathi Wittkamper and Ass't. Ad. Jan Helpling.

BUSINESS

Kathi reported J. Blume stopped by for an update; "punch list", shelves for the Indiana Room, Open House date, theft protection issue with 3M, movers, etc.

She told board members three estimates have been given her by Klumpps, Harpers and Aero Drapery for window treatments. Board members liked the idea of wood blinds, matched to the cherry wood color and asked Kathi if she would inform Klumpps and Harpers that we are interested in the wood blinds, so that they can give us the correct information.

Kathi explained she would like to convert the micro-film for the Reader-Printer to CD Rom records, therefore, allowing more than one person to access the records at one time.

Linda S. said she thinks we should purchase the two refrigerators for the new building out of the Operating Fund - Furn. & Equip.

PERSONNEL:

Kathi presented the Wage Scale she proposed for adoption Jan. 1997. Much discussion was held re the scale. Board members generally do not like the scale but may vote on a portion of it to take effect until they can put something better in place. Bev A. asked that Kathi look up the wage scale that was put into effect when Steve Martin was Director - saying the director and board worked hard to adopt a new scale. ⁽¹⁹⁹⁰⁾ Jan H. said that the scale is in the files but it is hard to understand where employees fit sometimes and also the board has not followed the wage scale, but instead has adopted their own starting wages for the last few people hired or promoted.


Kathi voiced her concerns about filling Shawn's position and said she thinks it is very important to hire a person with a high interest in genealogy. She has tried to delegate some of the other

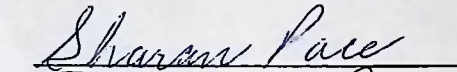
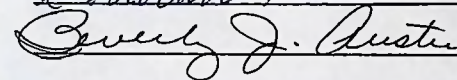
duties for the position to other staff members. Kathi mentioned H. Stunkard and J. Scott are both interested in the position. Bev asked if Jamie did the genealogy part of the position, could Herschell do the other parts?

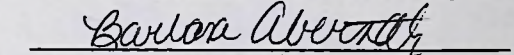
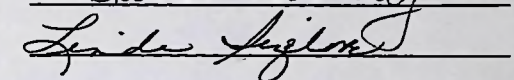
Jerry K. said in his opinion, all part-time employees should start at the same rate.

Kathi informed the board of Emily Davidson's initiative to take a correspondence course to help her with her position. She is very happy with her progress.

Bev Austin and Linda Sizelove feel there are three employees whose hourly rates should be adjusted. After some discussion, Bev A. asked there be notes made of the following amounts to be adjusted: Emily Davidson.....\$8.67, Herschell Stunkard.....\$6.44, Diana Shepard.....\$8.85. She and Linda also asked to see a listing of employees, their positions and number of years in the position.


Pamela Bohlander, Secretary

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001

FAX (317) 552-0955

NORTH MADISON COUNTY BOARD OF TRUSTEES
Regular Meeting for Business
January 13, 1997

CALL TO ORDER

President Linda Sizelove called a meeting to order of the North Madison County Public Library System at 6:00pm in the meeting room of the new Elwood Public Library.

CALL FOR QUORUM

Other board members present were Beverly Austin, Pamela Bohlander, Jerry Kaiser, Brenda Carey, Director Kathi Wittkamper and Assistant Adm. Jan Helpling. Sharan Pace was absent.

MINUTES

December minutes will be approved at the next meeting.

CHECK REGISTER AND CHECKS

Check Register was signed by board members and checks signed by Jerry Kaiser.

OLD BUSINESS

NEW BUSINESS

Building Report - Elwood - Members discussed the reception for the opening of the new library held on Sunday, January 12, 1997. There were approximately 400-500 people present. Many complimentary comments were made about the new building. Patrons enjoyed the reception and open house.

President Sizelove thanked board members for their hard work in the building project. Also thanked Leasing Corporation members for their work and faithfulness to the meetings they were required to have. She then thanked Harold Etchison, Clerk-of-the-Works. She feels the library was fortunate to have him "on the job" on behalf of the new building. Board members suggested we place the daily reports from Harold on the building into a binder to be placed in the time capsule.

Bills - A bill from Inter-Design Group as presented by Jan for \$3,218.43. Beverly Austin made a motion to pay the bill after which there was a question. Don Hill, Leasing Corp. suggested that if the board paid the bill, they ask them to itemize more. Bev Austin withdrew the motion. Don suggested the Leasing Corporation pull out bills and look closely at them, also that Jan call the NCB to check on the balance in the bond account.

Members were concerned about the temperature of the meeting room. President Sizelove felt the library needs clocks.

Jerry Kaiser does not like the arrangement of the Indiana Room only using three Carnegie shelves. Kathi explained we lost handicapped accessibility on one side with the original arrangement. He suggested the fourth shelf be used and placed against the West wall, therefore creating more space to put all four in the room. Kathi also said she was unhappy with the painting of the three shelves finished. Pam Bohlander said she would like the board to give Kathi the authority to look into the painting of the shelves as she sees fit.

Summitville. Brenda Carey stated as of the end of December there is a Standard Form of Agreement now with the contractor. The original bid, she reported, was \$269,547.00 and by going through item by item with Mr. Hazelbaker and the committee, they have brought the cost down to \$235,000. She also mentioned the following changes:

-Modified trusses
-Center section raised but still code.
-Deleted some inside amenities - see Exhibit A
-No additional cabinetry will be built
-Carpet will stay in the meeting room
-Painting will be done throughout the library

Brenda also reported that Mr. Hazelbaker met with representatives from the IU Library. He would like to link our libraries to the IU Library and has some ideas. A committee from IU came to our system for a visit in December. There has been no report from them as yet. Linda asked for memos to be sent to board members when Brenda or Kathi receives information from IU.

Kathi asked the board to consider giving she and Jan Helpling, Ad.Asst. a designated parking place. She asked for two places in the second row behind the handicapped parking places. After discussion, Beverly Austin made a motion to give Kathi permission to designate the two parking spaces. Barbara Abernathy seconded. The motion passed.

Kathi asked the board to encumber from 1996 funds into the 1997 budget \$10,290.20. The breakdown of accounts and amounts is attached. Motion was made to encumber \$10,290.20 from 1996 to 1997 by Beverly Austin, Jerry Kaiser seconded and it passed.

Beverly Austin asked for a current list of periodicals for use at the high school.

Board members decided to hold board meetings the second Wednesday of each month beginning in February - executive meeting to be at 6:00pm and public meeting at 7:00. There will be a meeting of the board on Monday, January 20 at 5:00pm - executive session with a public meeting at 5:30pm.

Beverly Austin made a motion to adjourn. Brenda Carey seconded and the meeting was adjourned.

Brenda Carey
Sharon Pace
Beverly J. Austin

Pamela Bohländer
Pamela Bohländer, Sec'y.
Barbara Abernethy
Linda Hylton

December 31, 1996

TO BOARD OF TRUSTEES:

We would like to encumber the following:

| | | | |
|------------|---|------------|------------------|
| From 421.9 | Office Supplies | \$2,885.84 | |
| P.O. #545 | Library Store | 351.75 | |
| P.O. #541 | Ramsay Bus. Products | 2,417.00 | |
| | Total | \$2,768.75 | |
| From 442 | Furniture & Equipment | | \$5,563.44 |
| P.O. #540 | Furniture City | 1,325.00 | |
| P.O. #549 | Ramsays Bus. Prod. | 254.34 | |
| P.O. #542 | Quill Corporation | 2,484.90 | |
| P.O. #543 | Gaylord | 650.92 | |
| P.O. #547 | Demco | 806.29 | |
| | Total | | \$5,521.45 |
| From 431.9 | Other Professional Serv. | | \$2,076.29 |
| | Contract for Harold Etchison - 1 mo. pay | | 2,000.00 |
| | | | Total \$2,000.00 |
| | Total to Encumber into 1997 from 1996 Funds | | \$ 10,290.20 |

7 January 1997

North Madison County Public Library System Leasing Corporation
124 North 16th Street
Elwood, Indiana 46036-1598
Attention: Ms. Jan Helpling



Total Architectural I

INVOICE

North Madison County Public Library
IDG No. 950017

For Professional Services Rendered in Accordance
With Owner/Architect Agreement dated 31 March 1992

For Period 15 November 1996 to 7 January 1997

CONSTRUCTION ADMINISTRATION CONTINGENCY
(Amount per 22 May 1996 Minutes - \$14,000)

| | |
|-------------------------|--------------------|
| Previously Paid | \$14,000.00 |
| Balance Remaining | <u>\$11,000.00</u> |
| SUBTOTAL BALANCE | \$ 3,000.00 |
| Actual Service Provided | \$ 3,000.00 |
| | \$6,780.58 |

REIMBURSABLE EXPENSES

Per Article 10.2

| | | |
|-------------------|-----------|-----------|
| Postage & Freight | \$ 15.51 | |
| Photocopies | 21.75 | |
| Telephone & Fax | 7.85 | |
| Mileage | \$ 173.32 | |
| SUBTOTAL | | \$ 218.43 |

SUMMARY

| | |
|--------------------------------------|--------------------|
| Basic Service | \$ 3,000.00 |
| Reimbursable Expenses | 218.43 |
| TOTAL AMOUNT DUE THIS INVOICE | \$ 3,218.43 |

The InterDesign Group, Inc.

Jul P. Blum
Jul P. Blum, AIA

As information to the North Madison County Public Library System Leasing Corporation, The InterDesign Group has provided services in the amount of \$6,780.58 this invoice period. We have only invoiced \$3,000.00. It is hoped that \$3,780.58 may be considered at a later date for full or partial payment. Thank you.
Total amount to be considered from December 1996 (\$7,978.77) and January 1997 (\$3,780.58) equals \$11,759.35.

The InterDesign
141 East
Indianapolis, Inc
3
Fax 3

----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
124 NORTH 16TH STREET
ELWOOD, IN 46036-1598
31-DEC-1997

PAGE 1

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|------------------------------|
| 015933 | 00803 | BAKER & TAYLOR BOOKS | 2898.49 | 09-DEC-96 | BOOKS - ELWOOD, FRANK., SUMM |
| 015934 | 00804 | A E BOYCE CO INC | 11.88 | 09-DEC-96 | FORMS, END OF YR. |
| 015935 | 00805 | BARBARA MCADAMS | 45.51 | 09-DEC-96 | PETTY CASH REIMBURSEMENT |
| 015936 | 00806 | BIRDS & BLOOMS | 12.98 | 09-DEC-96 | SUBSCRIPTION - FRANKTON |
| 015937 | 00807 | CITY WATER & SEWAGE DEPT. | 22.26 | 09-DEC-96 | WATER - ELWOOD |
| 015938 | 00808 | CY DECOSSE INC. | 20.90 | 09-DEC-96 | BOOK - FRANKTON |
| 015939 | 00809 | OCLC/FOREST PRESS | 325.00 | 09-DEC-96 | BOOKS, ELWOOD |
| 015940 | 00810 | FURST GROUP, INC. | 42.63 | 09-DEC-96 | LONG DISTANCE |
| 015941 | 00811 | TOWN OF FRANKTON | 46.36 | 09-DEC-96 | UTILITIES, FRANK. |
| 015942 | 00812 | GAYLORD BROS. | 141.35 | 09-DEC-96 | BOOK SUPPLIES |
| 015943 | 00813 | INDIANA GAS COMPANY | 41.02 | 09-DEC-96 | GAS - FRANKTON |
| 015953 | 00823 | MHR CRAFT SHOP | 20.54 | 09-DEC-96 | CRAFT SUPPLIES |
| 015954 | 00824 | MICHIE | 116.39 | 09-DEC-96 | BOOK - ELWOOD |
| 015955 | 00825 | MIDWEST EXCHANGE | 210.25 | 09-DEC-96 | VIDEOS - ELWOOD |
| 015956 | 00826 | MICHAELS' | 35.60 | 09-DEC-96 | SUPPLIES |
| 015957 | 00827 | OXNOOR HOUSE | 8.94 | 09-DEC-96 | BOOK - FRANKTON |
| 015958 | 00828 | POPULAR SUBSCRIPTION SERVICE | 3295.72 | 09-DEC-96 | SUBSCRIPTIONS - 1997 |
| 015959 | 00829 | POLK | 96.00 | 09-DEC-96 | DIRECTORY - TIPTON |
| 015960 | 00830 | INDIANA STATE LIBRARY | 100.00 | 09-DEC-96 | PLAC - 3RD QUARTER |
| 015961 | 00831 | RAMSAY BUSINESS PRODUCTS | 511.54 | 09-DEC-96 | OFFICE SUPPLIES |
| 015962 | 00832 | SELECTFORM, INC. | 10.85 | 09-DEC-96 | LEGAL POSTER |
| 015969 | 00814 | JANE A. BECKLEY | 2000.00 | 09-DEC-96 | LEASE PAYMENT - DEC. |
| 015970 | 00815 | INDYNET | 15.00 | 09-DEC-96 | NOV. CHARGE |
| 015971 | 00816 | INFORMATION/REF.GROUP-DISTRI | 131.26 | 09-DEC-96 | BOOKS - ELWOOD |
| 015972 | 00817 | INCOLSA | 650.50 | 09-DEC-96 | READER'S GUIDE - ELWOOD |
| 015973 | 00818 | INDIANAPOLIS NEWSPAPERS INC. | 93.60 | 09-DEC-96 | INDPLS.STAR - FRANKTON |
| 015974 | 00819 | INGRAM DISTRIBUTION GROUP IN | 12.75 | 09-DEC-96 | BOOKS - FRANKTON |
| 015975 | 00820 | LEISURE ARTS | 21.90 | 09-DEC-96 | BOOK - FRANKTON |
| 015976 | 00821 | LIBRARY STORE INC., THE | 191.38 | 09-DEC-96 | BOOK SUPPLIES |
| 015977 | 00822 | MIDWESTERNER | 20.00 | 09-DEC-96 | SUBSCRIPTION - FRANKTON |
| 015978 | 00833 | STATE CHEMICAL MANUFACTURING | 440.36 | 09-DEC-96 | CLEANING SUPPLIES |
| 015979 | 00834 | POSTMASTER - SUMMITVILLE | 24.00 | 09-DEC-96 | P.O. BOX RENT |
| 015980 | 00835 | UNIVERSITY BOOK SERVICE | 265.24 | 09-DEC-96 | BOOKS - ELWOOD |
| 015981 | 00836 | UNIQUE BOOKS INC. | 21.56 | 09-DEC-96 | BOOKS - ELWOOD |
| 015982 | 00837 | UPSTART | 90.79 | 09-DEC-96 | SUPPLIES, VIDEO - FRANKTON |
| 015983 | 00838 | UNITOG RENTAL SERVICES | 100.40 | 09-DEC-96 | CLEANING SUPPLIES |
| 015984 | 00839 | INCOLSA | 23.10 | 09-DEC-96 | WILSON DISC DSS PACK |
| 015985 | 00840 | QUILL CORPORATION | 13.96 | 09-DEC-96 | OFFICE SUPPLIES |
| 015985 | 00841 | LIBRARY CORPORATION, THE | 24198.00 | 08-DEC-96 | AUTOMATION EXPENSE |
| 015987 | 00842 | KMART | 310.06 | 08-DEC-96 | VIDEOS, SUPPLIES - SUMMITVIL |
| 015988 | 00843 | AMERITECH | 192.45 | 09-DEC-96 | TELE. - ELWOOD |
| 015989 | 00844 | BAKER & TAYLOR BOOKS | 71.09 | 09-DEC-96 | BOOKS - ELWOOD |
| 015990 | 00845 | GTE NORTH INDIANA OPERATIONS | 126.04 | 09-DEC-96 | TELEPHONE - FRANKTON |
| 015991 | 00846 | MICHIE | 39.11 | 09-DEC-96 | BOOKS - ELWOOD |
| 015992 | 00847 | REVCO D.S., INC. | 50.74 | 09-DEC-96 | SUPPLIES - ELWOOD |
| 015993 | 00850 | STAR FINANCIAL BANK | 2509.16 | 09-DEC-96 | TAXES - FED. & FICA |
| 015994 | 00851 | NADISON COUNTY SCHOOL EMPLOY | 1412.62 | 09-DEC-96 | CREDIT UNION DEDUCTIONS |
| 015995 | 00852 | INDIANA DEFERRED COMPENSATIO | 215.00 | 09-DEC-96 | ANNUITY DEDUCTIONS - P/R 12- |

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|-------------------------------|-----------------|------------|------------------------------|
| 016096 | 00898 | STAR FINANCIAL BANK | 2827.90 | 20-DEC-96 | FICA & FED. TAX - P/R 12-20- |
| 016097 | 00899 | INDIANA DEPARTMENT OF REVENUE | 737.45 | 20-DEC-96 | STATE & COUNTY TAXES - P/R 1 |
| 016098 | 00897 | MADISON COUNTY SCHOOL EMPLOY | 1412.62 | 20-DEC-96 | PAYROLL DEDUCTIONS - P/R 12- |
| 016099 | 00895 | DIANA L. SHEPARD | 37.09 | 20-DEC-96 | PETTY CASH REIMBURSEMENT |
| 016000 | 00894 | 22ND STREET HARDWARE | 3.46 | 30-DEC-96 | TOILET PARTS |
| 016001 | 00890 | AMERITECH | 94.85 | 30-DEC-96 | TELE. - SUMMITVILLE |
| 016002 | 00891 | AMERICAN BUSINESS DIRECTORIE | 311.00 | 30-DEC-96 | BOOK - ELWOOD |
| 016003 | 00892 | AMERICAN LIBRARY ASSOCIATION | 33.00 | 30-DEC-96 | BOOK - ELWOOD |
| 016004 | 00893 | AMERICAN ELECTRIC POWER | 512.39 | 30-DEC-96 | ELECTRIC SERV. - ELWOOD, SUM |
| 016005 | 00894 | AT&T | 4.06 | 30-DEC-96 | TELE. - ELWOOD |
| 016006 | 00895 | SON PRINTING | 105.90 | 30-DEC-96 | PRINTING - ELWOOD |
| 016007 | 00896 | BORDERS BOOK SHOP | 924.51 | 30-DEC-96 | BOOKS - ELWOOD |
| 016008 | 00867 | COOK ELECTRIC, INC. | 69.57 | 30-DEC-96 | REPAIR THERMOSTAT - SUMMIT. |
| 016009 | 00868 | CENTRAL IND.COMPUTER CONSULT | 200.00 | 30-DEC-96 | SERVICE & SUPPORT - ELWOOD |
| 016010 | 00869 | ELWOOD PUBLISHING COMPANY IN | 160.60 | 30-DEC-96 | SUBSCRIPT. - FRANKTON & SUMH |
| 016011 | 00870 | FILIP, INC. | 165.50 | 30-DEC-96 | CLEANING SUPPLIES |
| 016012 | 00871 | BROGLIER PUBLISHING CO. | 1170.20 | 30-DEC-96 | BOOKS - CHILDREN |
| 016013 | 00872 | INDIANA-AMERICAN WATER CO., I | 35.19 | 30-DEC-96 | WATER - SUMMITVILLE |
| 016014 | 00873 | INCREDIBLE UNIVERSE | 2481.12 | 30-DEC-96 | EQUIPMENT - ELWOOD, SUMMITVI |
| 016015 | 00874 | INDIANA GAS COMPANY | 364.19 | 30-DEC-96 | GAS - ELWOOD |
| 016016 | 00875 | KMART | 216.76 | 30-DEC-96 | SUPPLIES - ELWOOD, SUMMIT. |
| 016017 | 00876 | N & K CABINET INC. | 2336.25 | 30-DEC-96 | FURNITURE/REFINISHED |
| 016018 | 00877 | NOWAK'S HALLMARK STORE | 6.76 | 30-DEC-96 | SUPPLIES |
| 016019 | 00878 | MIDWEST EXCHANGE | 112.50 | 30-DEC-96 | VIDEOS - ELWOOD |
| 016020 | 00879 | PHYSICIANS' DESK REFERENCE | 66.95 | 30-DEC-96 | BOOKS - ELWOOD |
| 016021 | 00880 | RESEARCH TECHNOLOGY INTERNAT | 4616.00 | 30-DEC-96 | TAPE-CHECK MACHINE - ELWOOD |
| 016022 | 00881 | H.W.WILSON COMPANY | 113.00 | 30-DEC-96 | READER'S GUIDE - ELWOOD |
| 016023 | 00862 | WALDEN BOOK COMPANY | 904.22 | 30-DEC-96 | BOOKS - SUMMITVILLE |
| 016024 | 00883 | POSTMASTER | 296.00 | 30-DEC-96 | STAMPS, POSTAGE METER |
| 016025 | 00884 | INDIANA DEFERRED COMPENSATIO | 215.00 | 30-DEC-96 | PAYROLL DEDUCTIONS - P/R 12- |
| 016026 | 00885 | PUBLIC EMP. RETIREMENT FUND | 7200.34 | 30-DEC-96 | 4TH QTR.PMT. - PERF |
| 016027 | 00886 | LOREN'S SERVICE CENTER ✓ | 269.99 | 30-DEC-96 | MOWER - ELWOOD |
| 016028 | 00887 | HORTON'S & SONS OF ELWOOD | 234.99 | 30-DEC-96 | STEP-LADDER - ELWOOD |
| 016029 | 00888 | FAMILY BOOKSTORE | 241.80 | 30-DEC-96 | BOOKS - FRANKTON |
| 016030 | 00889 | KMART STORE (ANDERSON) | 91.83 | 30-DEC-96 | SUPPLIES - FRANKTON |
| 016031 | 00890 | HARDCO | 1460.00 | 30-DEC-96 | FURNACE - FRANKTON |
| 016032 | 00891 | 22ND STREET HARDWARE | 268.18 | 30-DEC-96 | EQUIPMENT |
| 016033 | 00892 | IDLEWINE LAWNMOWER SALES | 4032.38 | 30-DEC-96 | EQUIPMENT - ELWOOD |
| 016033 | 00902 | IDLEWINE LAWNMOWER SALES | -4032.38 | 30-DEC-96 | VOID CK. - WRONG AMOUNT |
| 016034 | 00893 | CENTRAL INDIANA COMPUTER COH | 14310.00 | 30-DEC-96 | COMPUTERS & PARTS |
| 016035 | 00894 | LOREN'S SERVICE CENTER ✓ | 722.45 | 30-DEC-96 | LAWN EQUIPMENT |
| 016037 | 00895 | FILIP, INC. | 4032.38 | 30-DEC-96 | EQUIPMENT |
| 016038 | 00896 | FILIP, INC. | 2179.13 | 30-DEC-96 | EQUIPMENT |
| 016039 | 00897 | BORDERS BOOK SHOP | 408.22 | 30-DEC-96 | BOOKS - SUMMITVILLE |
| 016041 | 00899 | EDWARDS ELECTRICAL & MECHAN | 417.25 | 30-DEC-96 | MAINTENANCE - START-UP NEW B |
| 016042 | 00900 | WORLD BOOK EDUCATIONAL | 650.00 | 30-DEC-96 | ENCY. - 22 VOL.SET/ELWOOD |
| 016043 | 00901 | OXFORD UNIVERSITY PRESS | 104.06 | 30-DEC-96 | ATLAS - ELWOOD BOOKS |
| 016043 | 00898 | INCREDIBLE UNIVERSE | 186.94 | 30-DEC-96 | COMPUTER SOFTWARE |

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| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------------|--------------|------------------------------|-----------------|------------|----------------------------|
| 016044 | 00903 | IDLEWINE LAWNMOWER SALES | 3720.00 | 30-DEC-96 | MOWER - ELWOOD |
| 016045 | 00904 | NATIONAL CITY BANK, INDIANA | 120000.00 | 31-DEC-96 | SEMIANNUAL LEASE PMT. |
| 016046 | 00905 | CITY OF ELWOOD NON-REVERTING | 776.52 | 31-DEC-96 | HEALTH INC PREM. - JANUARY |
| 016047 | 00906 | PUBLIC EMP. RETIREMENT FUND | 58.19 | 31-DEC-96 | CORRECTION AMT. - 1/30/96 |
| PAYROLL | 00849 | PAYROLL DEDUCTIONS | -4210.59 | 11-DEC-96 | CHECK# 004178-004218 |
| PAYROLL | 00854 | PAYROLL DEDUCTIONS | -4227.11 | 20-DEC-96 | CHECK# 004197-004218 |
| PAYROLL | 00848 | PAYROLL | 3424.55 | 11-DEC-96 | CHECK# 004176-004218 |
| PAYROLL | 00853 | PAYROLL | 3462.69 | 20-DEC-96 | CHECK# 004197-004218 |
| --TOTAL AMOUNT OF CLAIMS-- | | | 230266.99 | | |

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 3 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 230266.99, DATED 13-JAN-97.

Jerry Hansen
Beverly Austin
Ann Bellard
Grundy Carey

PAGE 1
 CLAIMS, 10 MAR-1999
 13 JAN 97

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------------|--------------|-------------------------------|-----------------|------------|--------------------------------|
| 016001 | 00005 | PRIMAAL DEVELOPING | 4975.00 | 09-JAN-97 | CHECKS 00005-00005 |
| 016001 | 00004 | PRIMAAL | 11442.77 | 09-JAN-97 | CHECKS 00005-00005 |
| 016008 | 00001 | STAR FINANCIAL BANK | 3000.00 | 09-JAN-97 | FED. & FICA TAXES - P/R 1-8 |
| 016049 | 00002 | MADISON COUNTY SCHOOL EMPLOY | 1000.75 | 09-JAN-97 | CREDIT UNION DEPOSIT - P/R 1-8 |
| 016050 | 00003 | INDIANA DEFERRED COMPENSATION | 240.00 | 09-JAN-97 | ANNUITY DEDUCTIONS - P/R 1-8 |
| 016051 | 00006 | CT DELCOISE INC. | 20.00 | 13-JAN-97 | ARTS & CRAFTS FOR HOME DECOR |
| 016052 | 00007 | AMERITECH | 175.00 | 13-JAN-97 | TELEPHONE - ELWOOD |
| 016053 | 00008 | ANDERSON NEWSPAPERS INC. | 7.83 | 13-JAN-97 | NOTICE TO TAXPAYERS - 12-00- |
| 016054 | 00009 | BAUERS | 10.53 | 13-JAN-97 | SUPPLIES |
| 016055 | 00010 | BARBARA MCADAMS | 44.50 | 13-JAN-97 | RELEASE |
| 016056 | 00011 | CUSTOMER SERVICE | 51.78 | 13-JAN-97 | BOOKS - FRANKTON |
| 016057 | 00012 | CHRONICLE TRIBUNE | 117.00 | 13-JAN-97 | SUBSCRIPTION - MARION PAPER |
| 016058 | 00013 | CITY WATER & SEWAGE DEPT. | 22.26 | 13-JAN-97 | WATER - ELWOOD |
| 016059 | 00014 | DIANA L. SHEPARD | 48.07 | 13-JAN-97 | PETTY CASH REIMBURSEMENT |
| 016060 | 00015 | FURST GROUP, INC. | 32.48 | 13-JAN-97 | ELWOOD & SUMMITVILLE TELE. |
| 016061 | 00016 | FRONTIER PRESS COMPANY | 355.00 | 13-JAN-97 | BOOKS - FRANKTON |
| 016062 | 00017 | GREEN ACRES | 52.00 | 13-JAN-97 | PLANTER FOR LIBRARY |
| 016063 | 00018 | HARRIS PUBLISHING COMPANY | 14.97 | 13-JAN-97 | BOOK - FRANKTON |
| 016064 | 00019 | HAROLD ETCHISON | 2000.00 | 13-JAN-97 | LAST CONTRACT PNT. - CLERK-0 |
| 016065 | 00020 | HEALTH SCIENCES LIBRARY | 10.00 | 13-JAN-97 | BOOK - ELWOOD |
| 016066 | 00021 | HORTON'S & SONS OF ELWOOD | 23.87 | 13-JAN-97 | SUPPLIES |
| 016067 | 00022 | GALE RESEARCH INC | 332.76 | 13-JAN-97 | BOOKS - ELWOOD |
| 016088 | 00024 | INDIANA GAS COMPANY | 858.29 | 13-JAN-97 | GAS - ELWOOD |
| 016089 | 00025 | KING'S SERVICE CENTER, INC. | 25.00 | 13-JAN-97 | SNOW REMOVAL |
| 016090 | 00026 | KLUMPP WALLPAPER & PAINT CO. | 63.08 | 13-JAN-97 | SUPPLIES |
| 016091 | 00027 | KHART | 48.87 | 13-JAN-97 | SUPPLIES |
| 016092 | 00028 | LIBRARY CORPORATION, THE | 2539.00 | 13-JAN-97 | AUTOMATION EQUIP. |
| 016093 | 00029 | LUCENT TECHNOLOGIES | 48.90 | 13-JAN-97 | TELE. MAINT. |
| 016094 | 00030 | MR. FAX | 79.47 | 13-JAN-97 | FAX PAPER - ELWOOD |
| 016095 | 00031 | MHR CRAFT SHOP | 6.00 | 13-JAN-97 | SUPPLIES |
| 016096 | 00032 | MIDWEST EXCHANGE | 122.55 | 13-JAN-97 | VIDEOS - FRANKTON |
| 016097 | 00033 | HOSER'S AWARDS | 9.10 | 13-JAN-97 | PRINTING - PLAQUE PLATES |
| 016098 | 00034 | OXHOOR HOUSE | 23.91 | 13-JAN-97 | BOOK - ELWOOD |
| 016099 | 00035 | PITHEY BOWES | 133.94 | 13-JAN-97 | POSTAGE METER MAINT. |
| 016100 | 00036 | POSTMASTER - FRANKTON | 13.00 | 13-JAN-97 | POST OFFICE BOX |
| 016101 | 00023 | JANE A. BECKLEY | 2000.00 | 13-JAN-97 | PNT. - LEASE, FRANKTON ELDE. |
| 016102 | 00038 | RANSAY BUSINESS PRODUCTS | 655.54 | 13-JAN-97 | OFFICE SUPPLIES |
| 016103 | 00039 | REVCO D.S., INC. | 57.46 | 13-JAN-97 | SUPPLIES |
| 016105 | 00040 | STEARNS QUALITY PRINTING | 44.75 | 13-JAN-97 | PAPER/PROGRAMS |
| 016106 | 00041 | TOWN OF FRANKTON | 72.32 | 13-JAN-97 | UTILITIES - FRANKTON |
| 016107 | 00042 | UNIQUE BOOKS INC. | 18.95 | 13-JAN-97 | BOOKS - ELWOOD |
| 016108 | 00043 | UNITOG RENTAL SERVICES | 62.75 | 13-JAN-97 | CLEANING SUPPLIES |
| --TOTAL AMOUNT OF CLAIMS-- | | | 21672.84 | | |

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 1 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 21672.84, DATED 13-JAN-97.

December 31, 1996

| | |
|--------------------------|---------------------|
| <u>Jerry Hauser</u> | <u>Brigid Carey</u> |
| <u>Barbara Abernethy</u> | <u>Linda Lygin</u> |
| <u>Beverly Austin</u> | |
| <u>Samela Bolander</u> | |

TO BOARD OF TRUSTEES:

We would like to encumber the following:

| | | | |
|---|--|------------|--------------|
| From 421.9 | Office Supplies | \$2,825.84 | |
| P.O. #545 | Library Store | 351.75 | |
| P.O. #541 | Ramsay Bus. Products | 2,417.00 | |
| | Total | \$2,768.75 | |
| From 442 | Furniture & Equipment | | \$5,563.44 |
| P.O. #540 | Furniture City | | 1,325.00 |
| P.O. #549 | Ramsays Bus. Prod. | | 254.34 |
| P.O. #542 | Quill Corporation | | 2,484.90 |
| P.O. #543 | Gaylord | | 650.92 |
| P.O. #547 | Demco | | 806.29 |
| | Total | | \$5,521.45 |
| From 431.9 | Other Professional Serv. | | \$2,076.29 |
| | Contract for Harold Etchison - 1 mo. pay | | 2,000.00 |
| | Total | | \$2,000.00 |
| Total to Encumber into 1997 from 1996 Funds | | | \$ 10,290.20 |

FINANCIAL REPORT BY FUND
 NORTH MADISON COUNTY PUBLIC LIBRARY
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 31 DEC 96

| FUND # | DESCRIPTION | BEGINNING BALANCE | RECEIPTS THIS MONTH | RECEIPTS YEAR-TO-DATE | DISBURSMENTS THIS MONTH | DISBURSMENTS YEAR-TO-DATE | BALANCE |
|----------------------------|---------------------------|----------------------|------------------------|--------------------------|----------------------------|------------------------------|-----------|
| 100 | OPERATING | 105755.35 | 208445.84 | 753688.31 | 107768.73 | 776795.31 | 206432.46 |
| 103 | LEVY EXCESS FUND | 5252.00 | .00 | 5252.00 | .00 | 4453.00 | 5252.00 |
| 105 | OPERATING FUND INVESTMENT | .00 | .00 | 200000.00 | .00 | 230000.00 | .00 |
| 107 | PLAC | 117.00 | 40.00 | 197.00 | 100.00 | 140.00 | 57.00 |
| 110 | LIRF INVESTMENT | .00 | .00 | .00 | .00 | .00 | .00 |
| 115 | LIRF | 10363.05 | .00 | 10000.00 | .00 | .00 | 10363.05 |
| 120 | GIFT | 16851.94 | 506.00 | 16750.78 | .00 | 5295.37 | 17357.94 |
| 121 | SUMMITVILLE LIBRARY FUND | .00 | .00 | .00 | .00 | .00 | .00 |
| 125 | MEMORIAL | 1007.91 | 100.00 | 315.00 | .00 | 28.75 | 1107.91 |
| 130 | CONSTRUCTION FUND | 16518.92 | 122923.23 | 260442.15 | 121000.00 | 242000.00 | 18442.15 |
| WITHHOLDINGS FROM PAYROLLS | | | | | | | |
| 200.01 | FEDERAL TAX | .00 | .00 | .00 | .00 | .00 | .00 |
| 200.02 | FICA | -.03 | .00 | .00 | .00 | .03 | -.03 |
| 200.03 | STATE TAX | .00 | .00 | .00 | .00 | .00 | .00 |
| 200.04 | COUNTY TAX | .00 | .00 | .00 | .00 | .00 | .00 |
| 200.05 | PERF | 1398.26 | .00 | .00 | 1344.07 | -54.19 | 54.19 |
| 200.06 | CREDIT UNION | .00 | .00 | .00 | .00 | .00 | .00 |
| 200.07 | ANNUITY | .00 | .00 | .00 | .00 | .00 | .00 |
| 200.08 | INSURANCE | .00 | .00 | .00 | .00 | .00 | .00 |
| -TOTAL ALL FUNDS- | | 157264.40 | 332015.07 | 1246645.24 | 230212.80 | 1258658.27 | 259066.67 |

North Madison County Public Library System

24 North 16th Street

Elwood, Indiana 46036-1598

TEL (317) 552-5551
 FAX (317) 552-5555

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
 Special Meeting for Business
 January 27, 1997
 EXECUTIVE SESSION
 5:00PM

CALL TO ORDER

CALL FOR QUORUM

BUSINESS - 1. Purchase or Lease of Real Property
 (IC 5-14-1.5-6-(B) (2) (d))

- 2. Personnel
 (IC 5-14-1.5-6-(b) (6))

PUBLIC MEETING
 6:00PM

CALL TO ORDER

CALL FOR QUORUM

BUSINESS 1. Purchase or Lease of Real Property
 (IC 5-14-1.5-6-(B) (2) (d))
 a. Hazelbaker Library - Summitville

NORTH MADISON COUNTY BOARD OF TRUSTEES
North Madison County Board of Trustees
Special Meeting For Business
January 27, 1997
6:00pm

CALL TO ORDER

President Linda Sizelove called a special meeting to order at 6:00pm in the Elwood Library Meeting Room on January 27, 1997.

CALL FOR QUORUM

Other board members present were Jerry Kaiser, Brenda Carey, Pam Bohlander, Barbara Abernathy and Sharan Pace. Others present were Jan Helpling, Administrative Assistant, Kathi Wittkamper, Director and Don Hill, NMCPLS Leasing Corporation. Beverly Austin was absent.

BUSINESS

A motion was made by Barbara Abernathy that the board accept the final floor plans for the Summitville Library Addition. Pam Bohlander seconded the motion and the motion was carried. Brenda Carey, Board representative to the Summitville Addition project was present to report on the progress of the plans. She said the work was scheduled to begin January 15. To date, the area has been roped off and ready to begin. As outlined in the contract, bills will be submitted, 10% will be held until half way through the project; at that time the percentage would be dropped to 5% retainage. Jim Wilson asked Brenda if she - as trustee of the funds - would bring a report to the board as part of their agenda. Brenda explained there will be a Certificate of Payment issued, the contractor will inspect the work and certify it has been done. He is liable to the Board of Trustees on the State Permit. She explained the contractor has agreed to be on the job through August.

Barbara asked to discuss the disposition of the Carnegie building. Jerry Kaiser said he has spoken to the mayor about the building and will go through the building with him and Kathi to allow the City to begin planning for their move. Jerry feels the City will have space for us to store some of our furniture until the Summitville project is complete and it can be moved. Jim Wilson said he has been told the City wants to use the basement of the building, however not right away. Barbara said she is concerned about the expense of *maintaining 2 bldgs.* Linda said she will place the building on the February agenda.

Kathi announced the ILF Legislative Day to be held at the Westin Hotel in Indianapolis on February 12. Registration needs to be in

by February 3.

Jan Helpling brought a photograph proof, taken on the day of the Dedication of the Elwood Library by Joe Overdorf, for board members

to place an order for a picture to be hung in the Elwood Library. Barbara Abernathy will take care of the Board's names being put on the picture.

Jerry Kaiser made a motion for the meeting to be adjourned. Barbara Abernathy seconded and the motion passed.

Pamela Bohlander, Sec'y.

to place an order for a picture to be hung in the Elwood Library. Barbara Abernathy will take care of the Board's names being put on the picture.

Jerry Kaiser made a motion for the meeting to be adjourned. Barbara Abernathy seconded and the motion passed.

Pamela Bohlander, Sec'y.

INDIANA

LIBRARY

FEDERATION

January 17, 1997

Dear Library Director,

The Indiana Library Federation Legislative Day has never been more important, and we need YOU to make it happen. This is our opportunity to tell the story of Indiana's public libraries and promote our needs. Most importantly, we need to tell our legislators how they can help their communities by supporting ILF's Library Legislative Program.

You are important for two reasons:

1. You are the best one to tell your library's story, and
2. Your personal invitation will get your legislator to the table.

You will note from the copy I have enclosed that every legislator is receiving a formal invitation from me. But it will be your personal contact that will actually get them to the event. You are their constituent, aren't you?

Here's how the process will work. Every legislator must be hosted by a library. The sooner you contact your representatives and senators the better we can plan. We are coordinating with John Barnett's office, the ILF legislative advocate, so if a legislator RSVP's there, we will be calling you to secure a host.

The ILF Legislative Day is scheduled for Wednesday, February 12, 1997. Your day will begin at 9:30 a.m. with registration followed by a briefing session on the ILF Legislative Program to give you significant talking points. Although the luncheon is scheduled to begin at 11:30 a.m., the meal will not be served until 12:00 noon. This gives you time to meet your legislators at the Statehouse and bring them to the luncheon. The Technology Showcase will occur during lunch. The afternoon is yours to experience the continuing legislative process at the Statehouse. All registration details are in the brochure enclosed.

February 12 will be an exciting day as library supporters once again storm the Statehouse. We will be counting on YOU!

Thanks.

Sally Otte
Sally Otte, President

Please let me know if you wish to participate in this event. You should be aware that it is scheduled for "Ash Wednesday" and regular board meeting is to be held that night. - atti

Registration Deadline - Feb. 3

Indiana Library Federation
**LEGISLATIVE
DAY**

Wednesday,
February 12, 1997



Westin Hotel
Capitol Ballroom II
50 South Capitol Avenue
Indianapolis, Indiana



First Class Mail
U.S. Postage
PAID
Indianapolis, IN
Permit No. 6253

Indiana Library Federation
6408 Carrollton Avenue
Indianapolis, IN 46220
Phone: (317)257-2040
E-Mail: ilf@indyinc
Home Page: <http://www.ilf.com/ilf/ilt.html>

Indiana Library Federation Legislative Day Registration Form

One registrant per form -- one for you and one for your legislator. Copy this form as needed.

Name: _____
Library: _____
Address: _____
City, State Zip: _____

Phone: (____) _____ Fax: (____) _____

Registration Fees (includes lunch)

- ILF Member/Legislator - \$20 Non-Member - \$30 Vegetarian Lunch
 Check Mastercard Visa Discover Card

Card #: _____ Exp. Date: _____

Name on Card: _____ Signature: _____

To register, fill out this form
and return it by February 3, 1997 to:
Indiana Library Federation
6408 Carrollton Avenue
Indianapolis, IN 46220
Phone: (317)257-2040 Fax: (317)257-1393
(Fax credit card registrations only)

I have special needs

If you require assistance, auxiliary aids, or other reasonable accommodations, please check the box above and contact ILF at least two weeks prior to the conference.

- Receipts
 Please send me a receipt for my registration fees.

Indiana Library Federation 1997 Legislative Program

Action Agenda

Public libraries in Indiana receive approximately 81 percent of their monies from local taxes, primarily property taxes. Of the total local property taxes, approximately 2.5 percent are levied for public libraries. Less than 1 percent of total public library funding comes from the state.

■ To assure continued state funding of the technology grants made to Indiana's public libraries at the current or at increased levels.

State funding of technology grants to Indiana's public libraries during the current biennium has resulted in Internet connections for approximately 130 public libraries and new hardware, software, and local area network connections for 173 libraries. Each round of grants has met only half of the requests made. Ongoing funding is essential if public libraries are to play a major role in narrowing the digital divide for Indiana's citizens.

■ To seek state funding for INSPIRE.

INSPIRE will afford all of Indiana libraries, i.e. public, academic, and school, with access to shared on-line databases. The cooperative state-wide effort will maximize tax dollars spent on information retrieval.

■ To increase state funding by \$3 million for support of a statewide reciprocal borrowing program.

The recent Interim Study Committee on Library Issues found the current funding structure for public libraries to be inadequate to provide all Indiana residents equal access to public libraries. The committee recommended increased state support for public libraries in the amount of \$3 million to support cross-district borrowing through a statewide reciprocal borrowing program. This amount of State funds will eliminate the need for the current Public Library Access Card Program. State support of reciprocal borrowing levels the playing field for all Indiana citizens, while compensating those public library districts that are net lenders of library materials.

Issues to Monitor and Defend

- To support efforts to provide library service to all unserved areas.
- To support the ongoing efforts by Indiana's libraries to defend intellectual freedom.
- To oppose legislation that would require fiscal body review of library budgets and bond issues.
- To oppose legislation that would require elected library boards.
- To seek provisions for library appeals for relief from levy limitations.
- To simplify the procedures for establishing and continuing a Library Capital Project Fund.
- To support efforts to ensure proportional distribution to public libraries of the COIT and CAGIT revenues, excise taxes, and other like sources of revenue apportioned among local government entities.

Related Issues of Continuing Concern

- To support continued state funding of Indiana's library networks.
- To support the literacy efforts of such providers of literacy services as adult basic education, schools, libraries, and volunteer literacy programs.
- To support the legislative and administrative efforts of AIME for improved school library media development and funding.
- To support the legislative program of the state university libraries.

As you can see, this is an ambitious agenda. It is important that you attend the ILF Legislative Day to show your support for the agenda and to ask your Indiana State Senators and Representatives in person for their support.

We look forward to seeing you February 12th.

Legislative Day Agenda

9:30 a.m. - 10:00 a.m.

Registration

10:00 a.m. - 11:15 a.m.

Legislative Update

by ILF Legislative Advocates
John Barnett and Carolyn Elliott

11:30 a.m. - 2:00 p.m.

Lunch

&

*Window on the World
Technology Showcase*

- ✓ Please invite your legislator to the lunch/showcase and send in a separate registration for them.
- ✓ You are responsible for your legislator's registration fees.
- ✓ The ILF office will send another formal lunch/showcase invitation to all legislators you have indicated will attend.

Registration Information

- ✓ To register, fill out the form on the back of this panel and return it along with your registration fees to the Indiana Library Federation.
- ✓ Registrations must be postmarked no later than Monday, February 3, 1997.
- ✓ If you require assistance, auxiliary aids, or other reasonable accommodations, please check the appropriate box on the registration form and contact the ILF office at least two weeks prior to the conference.
- ✓ Refunds will be made only upon written request received by the ILF office by January 29, 1997. A service charge will be deducted from each refund.
- ✓ Have questions or need a map to the Westin Hotel? Call the ILF office at (317)257-2000.

| | | | |
|-------------------|--------------------|---------|----------------|
| Post-It® Fax Note | 7671 | Date | # of pages ▶ |
| To | SANDY BURTON | From | JAN Helping |
| Co./Dept. | Elwood Call Leader | Co. | Elwood Library |
| Phone # | | Phone # | |
| Fax # | 552-3358 | Fax # | |

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
 Special Meeting for Business
 January 27, 1997
 EXECUTIVE SESSION
 5:00PM

CALL TO ORDER

CALL FOR QUORUM

- BUSINESS - 1. Purchase or Lease of Real Property
 (IC 5-14-1.5-6-(B) (2) (d))
- 2. Personnel
 (IC 5-14-1.5-6-(b) (6))

PUBLIC MEETING
 6:00PM

CALL TO ORDER

CALL FOR QUORUM

- BUSINESS 1. Purchase or Lease of Real Property
 (IC 5-14-1.5-6-(B) (2) (d))
- a. Hazelbaker Library - Summitville

NORTH MADISON COUNTY BOARD OF TRUSTEES
North Madison County Board of Trustees
Special Meeting For Business
January 27, 1997
6:00pm

CALL TO ORDER

President Linda Sizelove called a special meeting to order at 6:00pm in the Elwood Library Meeting Room on January 27, 1997.

CALL FOR QUORUM

Other board members present were Jerry Kaiser, Brenda Carey, Pam Bohlander, Barbara Abernathy and Sharan Pace. Others present were Jan Helpling, Administrative Assistant, Kathi Wittkamper, Director and Don Hill, NMCPLS Leasing Corporation. Beverly Austin was absent.

BUSINESS

A motion was made by Barbara Abernathy that the board accept the final floor plans for the Summitville Library Addition. Pam Bohlander seconded the motion and the motion was carried. Brenda Carey, Board representative to the Summitville Addition project was present to report on the progress of the plans. She said the work was scheduled to begin January 15. To date, the area has been roped off and ready to begin. As outlined in the contract, bills will be submitted, 10% will be held until half way through the project; at that time the percentage would be dropped to 5% retainage. Jim Wilson asked Brenda if she - as trustee of the funds - would bring a report to the board as part of their agenda. Brenda explained there will be a Certificate of Payment issued, the contractor will inspect the work and certify it has been done. He is liable to the Board of Trustees on the State Permit. She explained the contractor has agreed to be on the job through August.

Barbara asked to discuss the disposition of the Carnegie building. Jerry Kaiser said he has spoken to the mayor about the building and will go through the building with him and Kathi to allow the City to begin planning for their move. Jerry feels the City will have space for us to store some of our furniture until the Summitville project is complete and it can be moved. Jim Wilson said he has been told the City wants to use the basement of the building, however not right away. Barbara said she is concerned about the expense. Linda said she will place the building on the February agenda.

Kathi announced the ILF Legislative Day to be held at the Westin Hotel in Indianapolis on February 12. Registration needs to be in by February 3.

Jan Helpling brought a photograph proof, taken on the day of the Dedication of the Elwood Library by Joe Overdorf, for board members

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Special Meeting For Business
January 20, 1997
5:00pm

Executive Session held at 5:00pm in the Meeting Room of the Elwood Public Library January 20, 1997.

PERSONNEL DISCUSSED

Public Meeting For Business
5:30pm

CALL TO ORDER

President Linda Sizelove called a meeting to order at 5:30pm in the Elwood Public Library Meeting Room.

CALL FOR QUORUM

Other members present were: Pam Bohlander, Beverly Austin, Barbara Abernathy, Jerry Kaiser, Director Kathi Wittkamper and Ad.Asst. Jan Helpling.

Motion was made by Beverly Austin, seconded by Jerry Kaiser and passed to pay the following project bills:

InterDesign Group, Inc. - \$3,218.43
M. C. Rowe Construction - 42,860.12
M. C. Rowe Construction - 75,487.70

Summitville Project - Beverly Austin asked if anyone had been in touch with Mr. Wilson in regard to the Summitville plans. Barbara Abernathy asked if we needed to approve final plans since we have only accepted preliminary plans to date. Bonding of the Contractor was discussed and board members were concerned that appropriate steps had been taken legally in regard to the project. Board members asked Kathi if she would contact Mr. Wilson to see that we were following all the steps. She also was asked to tell Brenda Carey that the Board requested her to call Mr. Wilson.

A Thank-You was read from Mr. & Mrs. Harold Stchison for a wedding gift.

Pam Bohlander made a motion to adjourn the meeting. Barbara Abernathy seconded the motion and it passed.

North Madison County Public Library System

1600 Main Street

Elwood, Indiana 46036-1598

(317) 552-5001

FAX (317) 552-3858

FAX TRANSMITTAL PAGE

DATE: Jan. 8, 1997

TO: Anderson Herald

FROM: Jan Wegling

FAX: _____

FAX: _____

TOTAL NUMBER OF PAGES (including this cover page). _____

RE:

Please publish meeting notice:
No. Mad. Cty. Public Lib. Board of Trustees
Monday, Jan. 13, 1997 6:30 Executive
7:00 Public Mtg.

North Madison County Public Library System

1600 Main Street

Elwood, Indiana 46036-1598

(317) 552-5001
FAX (317) 552-3858

FAX TRANSMITTAL PAGE

DATE: 1-8-97

TO: Elwood Call-Leader

FROM: Jen Kelping

FAX: _____

FAX: _____

TOTAL NUMBER OF PAGES (including this cover page). _____

RE: Please publish notice of meeting of
Board of Trustees for Jan. 13 (Monday)
at 7:00 PM.

Thank you.

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Executive Meeting
February 12, 1997
6:00pm

CALL TO ORDER

President Linda Sizelove called an executive meeting to order at 6:00pm on February 12, 1997 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Members present with President. Sizelove were: Beverly Austin, Jerry Kaiser, Pam Bohlander, Sharan Pace, Barbara Abernathy. Brenda Carey was absent.

BUSINESS

Personnel for Elwood was discussed. Board members will offer Herschell Stunkard and Jamie Scott full-time positions at \$7.00 hr. A new part-time clerk will be hired at Summitville at minimum wage. Hershall or Jamie will be asked to back up Jan for bookkeeping. Whoever becomes the back-up person will be allowed to work forty hours during the time they are backing up.

Beverly Austin asked if there was an evaluation of the Director last month while she was absent. After receiving the answer as yes, she asked that a copy be made for each board member and a copy made to be signed by Kathi that she received one.

Job descriptions and a wage scale were discussed. Jerry Kaiser suggested each board member make descriptions and then the board would get together and put together a final draft of each. Beverly Austin said she thought this should be started right away, therefore, a personnel committee was formed of Beverly Austin, Barbara Abernathy and Jerry Kaiser to have a meeting March 5 at 4:00pm.

Sharan Pace
Beverly J. Austin
Linda Sizelove

Pamela Bohlander
Pamela Bohlander, Secretary
Barbara Abernathy

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR MEETING FOR BUSINESS
February 12, 1997
7:00PM

CALL TO ORDER

President Linda Sizelove called a regular business meeting to order at 7:00pm February 12, 1996 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Also attending were members Beverly Austin, Jerry Kaiser, Pam Bohlander, Sharan Pace, Barbara Abernathy, Director Kathi Wittkamper, Administrative Assistant Jan Helpling. Brenda Carey was absent.

APPROVAL OF MINUTES

Board members had not reviewed the minutes because of receiving them tonight, therefore, they will be reviewed for acceptance next month.

CLAIMS REGISTER & CHECKS

Claims register was signed by members and Treasurer Jerry Kaiser signed the checks.

BUILDING REPORT

Summitville - Brenda Carey ask Kathi to report that the architect, Gerald Guy had submitted approximately \$14,000.00 worth of bills so far in the project. Checks will be written from the special account Mr. Hazelbaker opened.

Carolyn Lambertson asked for additional shelving for videos. Kathi said she was checking in the old building for existing shelves which could be moved..

Elwood - There is a large increase in foot traffic in the new building. Mendy Nehrass has been hired as a temporary part-time employee.

Kathi has a long "punch" list for the new building. Board members told her to get firm and put her foot down, that two months in the building was long enough to be patient for things to be corrected. A hanging file system has been installed in the periodical room. By spring break, materials will be moved.

Barbara Abernathy feels Joel Blum, InterDesign should come to the next meeting to report on the problems and their billing.

Motion was made by Sharan Pace to pay a bill for administrating to National City Bank for \$1,350.00. The motion was seconded by Beverly Austin and passed.

Jerry Kaiser will be the board's representative and take Mayor Jerry Werline through the Carnegie building whenever he is ready. Attorney Jim Wilson informed the board that there is the title company has a copy of the deed to the Carnegie Building. Jerry Kaiser said he thinks we should have a copy of it, therefore it should be requested of Jim Wilson.

Frankton - Kathi presented three quotes for electrical work at Frankton:

| | |
|----------------------|------------|
| Belong Electric..... | \$1,653.75 |
| Green & Co..... | 1,039.00 |
| Carter Electric..... | 1,495.00 |

After a discussion and recommendation from Barbara McAdams for Carter Electric, a motion was made to select Carter Electric to do the work. Motion was seconded by Pam Schlander.

There were two bids presented for Frankton's roofing problem. They were Craig Roofing - \$993.00 and Leak Systems - \$381.00. The difference is the extent of work they will do to correct the roof. Board members recommended Craig Roofing and a motion was made by Sharan Pace to accept their bid. Motion was seconded by Barbara Abernathy and passed.

Mike Ford of Aero Drapery and Marina Harper of Harpers Furniture in Frankton presented selections and examples of blinds and window coverings for the windows on the South side of the building. Members considered both presentations and asked if they could come back to the March 12 meeting with more figures.

Regarding the Indiana Room rearrangement - Kathi spoke to Chris McComas at InterDesign, who explained that if we would like to arrange the Indiana Room like the original lay-out, he felt there would be no problem with ADA requirements. He explained that it is not necessary to allow access between shelving, if they can make a 360 degree turn at the end of the shelves, it will suffice. Kathi stated she is unhappy with the painting job on the Carnegie shelves and sent a fax to the painting company telling them their invoice would not be paid and she expected them back to look at the work Feb. 13. There are two more metal pieces that Kathi would like done in the green color and she will talk to Static-Pro about them. Linda said she would try to be here when he is here.

Kathi is also checking into a stand for the sphere Spencer's is donating to us. Barbara Abernathy suggested N&K cabinetry may want to look at it.

Kathi said the logo that Randy Martin designed will be incorporated into an outdoor sign for the library.

A donation for a six-month subscription to "Topics" Newspaper.

was made to the library. George Mangas donated a wooden Indiana-shaped clock to the Library. Two families in Elwood have each donated \$1,000.00 to the library - one asked that their donation be spent on equipment to care for the building.

Kathi said that the following meetings will be held:

Regional Council Meeting - INCOLSA - March 6, 1997 in Indianapolis.

No. Indiana Admin. Round Table focusing on Policies - Feb. 21-27 held in Rochester.

District 2 planning meeting to be held Feb. 21, 1997.

Services Coalition met today at lunch.

Jerry Kaiser made a motion for the meeting to adjourn. Barbara Abernathy seconded and it passed.

Sharan Pace
Beverly J. Austin

Pam Schlander
Pam Schlander, Secretary

Barbara Abernathy
Linda Taylor

NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM

CIRCULATION STATISTICS

| | JAN 1996 | JAN 1997 | AMOUNT OF CHANGE | % OF CHANGE | YTD |
|-------------------|--------------|--------------|---------------------|----------------|--------------|
| ELWOOD | | | | | |
| ADULT | 2826 | 2203 | -622 | -22% | 2203 |
| JUVEN. | 2265 | 2309 | +44 | +2% | 2309 |
| Y.A. | 0 | 52 | +52 | +100% | 52 |
| PERIO. | 438 | 223 | -215 | -49% | 223 |
| AUDIO | 129 | 82 | -47 | -36% | 82 |
| VIDEO | 1689 | 1365 | -323 | -19% | 1365 |
| TOTAL | 7345 | 6234 | -1111 | -15% | 6324 |
| FRANKTON | | | | | |
| ADULT | 1013 | 1123 | +110 | +11% | 1123 |
| JUVEN. | 652 | 563 | -89 | -14% | 563 |
| PERIO. | 196 | 172 | -24 | -12% | 172 |
| AUDIO | 0 | 12 | +12 | +100% | 12 |
| VIDEO | 822 | 1154 | +332 | +40% | 1154 |
| TOTAL | 2683 | 3024 | +341 | +13% | 3024 |
| HAZELBAKER | | | | | |
| ADULT | 722 | 602 | -120 | -17% | 602 |
| JUVEN. | 363 | 422 | +59 | +16% | 422 |
| PERIO. | 123 | 128 | +5 | +4% | 128 |
| AUDIO | 3 | 5 | +2 | +66% | 5 |
| VIDEO | 458 | 711 | +253 | +55% | 711 |
| TOTAL | 1669 | 1868 | +199 | +11% | 1868 |
| SYSTEM | | | | | |
| ADULT | 4560 | 3928 | -632 | -14% | 3928 |
| JUVEN. | 3280 | 3294 | +14 | +1% | 3294 |
| Y.A. | 0 | 52 | +52 | +100% | 52 |
| PERIOD. | 757 | 523 | -234 | -31% | 523 |
| AUDIO | 132 | 99 | -33 | -25% | 99 |
| VIDEO | 2968 | 3230 | +262 | +9% | 3230 |
| TOTAL | 11697 | 11126 | -571 | -5% | 11126 |

CRAIG ROOFING COMPANY

P.O. Box 312
Alexandria, IN 46001
PHONE: 317-754-8388

P.O. Box 95
Marion, IN 46352
PHONE: 317-884-7717

RD BUICKER, President *Over 32 Yrs. Experience* MAX ABLES, Consultant

FAX COVER SHEET

DATE SENT: 2/7/97 TIME SENT: 1:30 p.m.
 TO: Kathi Wittkammer FAX NUMBER: 552-0955
 COMPANY NAME: N. Madison Co. Public Library System
 FROM: Craig Roofing/Dan Roeder
 SUBJECT: Roofs, Frankton Library & Bank
 NUMBER OF PAGES INCLUDING COVER SHEET: 4

MESSAGE: _____

CRAIG ROOFING COMPANY



P.O. Box 312
Alexandria, IN 46001

PHONE: 317-754-8389 - *Annie*

P.O. Box 95
Marion, IN 46952

PHONE: 317-864-7717

RICHARD BRICKER, President

Over 32 Yrs. Experience

MAX ABLES, Consultant

N. Madison Co. Public Library System
1600 Main Street
Elwood, IN 46036

February 7, 1997

Phone: 552-5001

ATTN: Kathi Wittkamper

RE: Roof Patch - Frankton Bank & Library (111 & 113 Sigler St.)

Scope of Work:

1. Tear off old & damaged flashing.
2. Install new flashing.
3. Patch & repair roof area as needed using SP-4 Modified Roofing System.
4. Flash all roof penetrations using Winter Grade Roof System.
5. Cost \$993.00 (Balance due upon completion.)

NOTE: Any sheeting that may need replacing will be an additional charge of: 1" X 6" decking; \$1.65 per sq. ft.
Plywood decking AND, OR OSB decking; 85 cents per sq. ft.

Roofing Consultant; Dan Roesler

Respectfully,

R.L. Bricker, Pres.

R.L. Bricker, President

*Spoke w/Danna (ap?) 1:15pm 2/24/97
to confirm work on this proposal (\$993-)*

CRAIG ROOFING COMPANY



P.O. Box 312
Alexandria, IN 46001
PHONE: 317-754-8389

P.O. Box 85
Marion, IN 46952
PHONE: 317-684-7717

RICHARD BRICKER, President *Over 32 Yrs. Experience* MAX ABLES, Consultant

N. Madison Co. Public Library System
1600 Main Street
Elwood, IN 46036

February 7, 1997

Phone: 552-5001

ATTN: Kathi Wittkamper

RE: New Roof - Frankton Bank & Library (111 & 113 Sigler St.)

SPECIFICATIONS:

U.S. INTEC. Modified Roofing System

Scope of Work:

1. Clean roof of any debris and apply an Asphalt Primer to the existing roof.
2. Heat Weld into place U.S. INTEC. Modified Roofing BRAI SP-4.
3. Install New Flashing to all roof penetrations.
4. Coat Out entire roof with a Fibered Aluminum roof coating.
5. All workmanship will be done in a professional manner.
6. Previous job locations and references provided upon request.
7. Workman's Compensation and Liability Insurance provided by Craig Roofing. (Certificate provided upon request.)
8. U.S. INTEC. will provide a 12 YEAR Labor & Material Warranty.
9. Price \$4,693.00 (Balance due upon completion.)

NOTE: Any sheeting that may need replacing will be an additional charge of: 1" X 6" decking; \$1.65 per sq. ft.
Plywood decking AND, OR OSB decking; 85 cents per sq. ft.

Roofing Consultant; Dan Roesler

Respectfully,

R.L. Bricker, Pres.

R.L. Bricker, President

CRAIG ROOFING COMPANY

P.O. Box 312
 Alexandria, IN 46001
 PHONE: 317-754-8389

P.O. Box 95
 Marion, IN 46952
 PHONE: 317-664-7717

RICHARD BRICKER, President *Over 32 Yrs. Experience* MAX ABLES, Consultant

N. Madison Co. Public Library System
 1600 Main Street
 Elwood, IN 46036

February 7, 1997

Phone: 552-5001

ATTN: Kathi Wittkamper

RE: New Roof - Frankton Bank & Library (111 & 113 Sigler St.)

SPECIFICATIONS:

2 Ply Build-Up Roofing System

Scope of Work:

1. Parapets on N/E & West end of building to be tore out.
2. Over the existing roofing membrane, apply a 2 Ply Fiberglass Felt with each ply receiving a separate application of Hot Asphalt.
3. Install New Flashings.
4. Flash all Roof Penetrations.
5. Coat out entire roof area using Hot Asphalt.
6. All workmanship will be done in a professional manner.
7. Previous job locations and references provided upon request.
8. Workman's Compensation and Liability Insurance provided by Craig Roofing. (Certificate provided upon request.)
9. Contractors Installation Warranty: 2 Years
10. Cost \$2,293.00 (Balance due upon completion.)

NOTE: Any sheeting that may need replacing will be an additional charge of: 1" X 6" decking; \$1.65 per sq. ft.
 Plywood decking AND, OR OSB decking; 85 cents per sq. ft.

Roofing Consultant; Dan Roesler

Respectfully,

R. L. Bricker, Pres

R.L. Bricker, President

LEAK SYSTEMS

552-8062
or 1-800-865-6488
200 S. Anderson St. Elwood

PROPOSAL

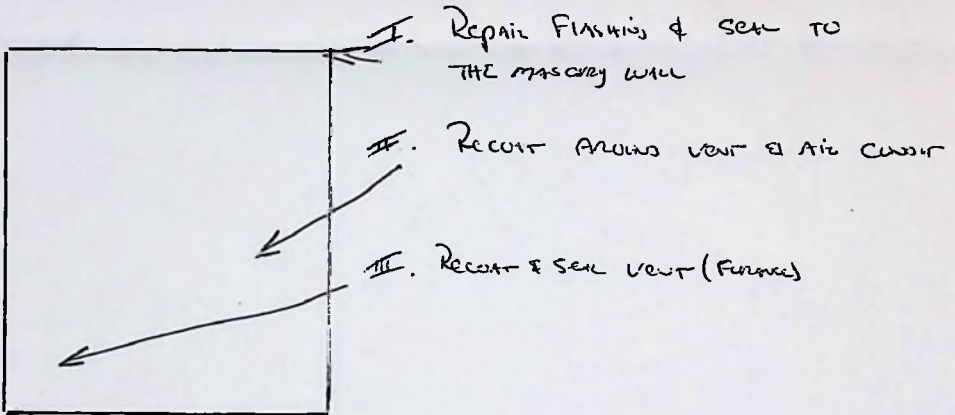
Page No. 1
of 1 Pages

FLASHING • SIDING • HOME IMPROVEMENTS

Att. Cathy Lubitkauer

| | | | |
|--------------------------------------|----------|-------|----------------|
| PROPOSAL SUBMITTED TO: | | PHONE | DATE 2-4-97 |
| NAME NATIONAL City Bank / Library | JOB NAME | | |
| STREET | STREET | | |
| CITY Frankton | CITY | STATE | |
| STATE IN | | | |

We hereby submit specifications and estimate for:



- Estimated start date First Day Day Estimated finish time 1/2 Day
These figures are barring Acts of God or circumstances beyond our control.
- This contract is legal and binding. If a court action should ensue, LEAK SYSTEMS INC. will not be responsible for customers legal expenses and the customer will accept any legal cost LEAK SYSTEMS INC. incurs in regard to this matter.

We hereby propose to furnish labor and materials - complete in accordance with the above specifications, for the sum of

dollars (\$ 381⁰⁰) with payment to be made as follows:

Upon completion

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, accident or delays beyond our control. This proposal subject to acceptance within _____ days and is void thereafter at the option of the undersigned.

Authorized Signature _____

ACCEPTANCE OF PROPOSAL

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

ACCEPTED:

Signature _____

DATE _____ Signature _____

NATIONAL CITY BANK OF INDIANA
 TRUST DEPT
 124 WASHINGTON STR
 INDIANAPOLIS IN 46255

National City

National City Bank of Indiana
 One National City Center
 Indianapolis, IN 46255
 (317) 267-8872
 Fax (317) 267-7658

Ann Forey
 Assistant Vice President, Trust Officer

January 14, 1997

Ms. Jan Helping
 Elwood Library
 1600 Main Street
 Elwood, IN 46036

Re: North Madison County Public Library Leasing Corporation First Mortgage Bonds,
 Series 1995

Dear Jan:

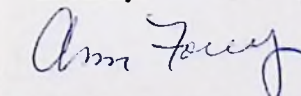
Congratulations on the completion of the Elwood Library. Upon completion, the following items are due to be filed with the Trustee in accordance with Section 3.01 of the Trust Indenture:

- * An affidavit executed by the President or Vice President and Secretary of the Leasing Corporation stating that the property is free of all liens, encumbrances, and claims whatsoever, excepting only current taxes not in default, this Indenture, the Lease and liens or potential liens arising from disputed claims of contractors and work to be repaired as set out therein.

- * An Affidavit of Completion executed by the President and Secretary of the Leasing Corporation, the architect or engineer, and an officer of the Lessee, stating that the building has been completed and is ready for occupancy.

Please furnish the above affidavits as soon as possible. Again, congratulations on the new library. I hope to get there soon for a visit.

Sincerely,



Ann M. Forey
 Assistant Vice President
 Corporate Trust Department
 (317)267-8872

cc: Mr. James Wilson

NOTE

PLEASE RETURN COPY 2 WITH YOUR
 PAYMENT TO INSURE PROPER CREDIT
 MAKE CHECKS PAYABLE TO:

NATIONAL CITY BANK OF INDIANA
 IF PAYMENT IS TO BE MADE DIRECTLY FROM THE
 ACCOUNT, PLEASE SIGN COPY 2 AND RETURN.

ACCOUNT NUMBER
 0775 36-M017-026

NORTH MADISON COUNTY PUBLIC LIBRARY
 SYSTEM LEASING CORPORATION
 124 NORTH 15TH ST
 ELWOOD IN 46036-1595

ACCOUNT

NORTH MADISON COUNTY PUBLIC LIBRARY
 LEASING CORP FIRST MORTGAGE BUS SRS 1995

FOR SERVICE / EXPENSE AS TRUSTEE OR AGENT FOR THE PERIOD OF
 THROUGH 01/02/1997

| DATE | CATEGORY | NUMBER | RATE | BILLED AMOUNT |
|--|------------------------|--------|--------|-------------------|
| 1/02/1997 | CERTIFICATES ISSUED | 11 | 1.0000 | \$11.00 |
| | CERTIFICATES CANCELLED | 10 | 1.0000 | \$10.00 |
| | ACTIVE SECURITYHOLDERS | 11 | 3.0000 | \$33.00 |
| | ADMINISTRATIVE | | | \$1,000.00 |
| | TOTAL FEES | | | \$1,054.00 |
| | MINIMUM FEE APPLIED | | | \$1,350.00 |
| **PAYABLE FROM ACCOUNT UPON PRESENTATION OF REQUIRED AFFIDAVIT** | | | | |
| ***IF TOTAL FEES ARE LESS THAN OUR MINIMUM, A MINIMUM FEE HAS BEEN CHARGED. PLEASE PAY AMOUNT DUE*** | | | | |
| AMOUNT DUE | | | | \$1,350.00 |

PAYMENT ENCLOSED

PAY FROM ACCOUNT

AUTHORIZED SIGNATURE

TITLE

DATE

BINGHAM, FARRER & WILSON

A PROFESSIONAL CORPORATION
ATTORNEYS AT LAW
P.O. Box 494
Elwood, Indiana 46036

MICHAEL E. FARRER
JAMES W. WILSON

DAN M. BINGHAM
1950-1991

(317) 552-9878

January 28, 1997

Ms. Kathi Wittkamper, Director
North Madison County Public Library System
1600 Main street
Elwood, IN 46036

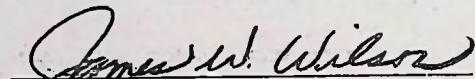
RE: Ownership/ Old Library Building

Dear Kathi:

Thank you for faxing to me a copy the copies of this firm's letter to a prior director in 1991. Please, make the information available to the next general meeting of the board of directors relative the ownership of the Library building. As you are aware, there is a Certificate of Ownership prepared by Rowland Title, Inc. which specifically places the ownership of the building with the City of Elwood, In.. I do not have the particular deed in question, but it is clear that the abstract company has certified the city's ownership. If your board members are still concerned about this issue, I will be glad to go back to the title company itself, and have the title company give us a copy of the deed in question.

Sincerely,

BINGHAM, FARRER & WILSON, P.C.


JAMES W. WILSON

JWW/kl

**NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM**

CIRCULATION STATISTICS

| | JAN 1996 | JAN 1997 | AMOUNT OF CHANGE | % OF CHANGE | YTD |
|-------------------|--------------|--------------|---------------------|----------------|--------------|
| ELWOOD | | | | | |
| ADULT | 2826 | 2203 | -622 | -22% | 2203 |
| JUVEN. | 2265 | 2309 | +44 | +2% | 2309 |
| Y.A. | 0 | 52 | +52 | +100% | 52 |
| PERIO. | 438 | 223 | -215 | -49% | 223 |
| AUDIO | 129 | 82 | -47 | -36% | 82 |
| VIDEO | 1689 | 1365 | -323 | -19% | 1365 |
| TOTAL | 7345 | 6234 | -1111 | -15% | 6324 |
| FRANKTON | | | | | |
| ADULT | 1013 | 1123 | +110 | +11% | 1123 |
| JUVEN. | 652 | 563 | -89 | -14% | 563 |
| PERIO. | 196 | 172 | -24 | -12% | 172 |
| AUDIO | 0 | 12 | +12 | +100% | 12 |
| VIDEO | 822 | 1154 | +332 | +40% | 1154 |
| TOTAL | 2683 | 3024 | +341 | +13% | 3024 |
| HAZELBAKER | | | | | |
| ADULT | 722 | 602 | -120 | -17% | 602 |
| JUVEN. | 363 | 422 | +59 | +16% | 422 |
| PERIO. | 123 | 128 | +5 | +4% | 128 |
| AUDIO | 3 | 5 | +2 | +66% | 5 |
| VIDEO | 458 | 711 | +253 | +55% | 711 |
| TOTAL | 1669 | 1868 | +199 | +11% | 1868 |
| SYSTEM | | | | | |
| ADULT | 4560 | 3928 | -632 | -14% | 3928 |
| JUVEN. | 3280 | 3294 | +14 | +1% | 3294 |
| Y.A. | 0 | 52 | +52 | +100% | 52 |
| PERIOD. | 757 | 523 | -234 | -31% | 523 |
| AUDIO | 132 | 99 | -33 | -25% | 99 |
| VIDEO | 2968 | 3230 | +262 | +9% | 3230 |
| TOTAL | 11697 | 11126 | -571 | -5% | 11126 |

Elwood Public Library

1st Min. Blinds for So Side
4@ 120⁰⁰ 480.⁰⁰
5@ 109⁰⁰ 545.⁰⁰
1 - 96.⁰⁰
1121.⁰⁰
Cut out 72.⁰⁰
1193.⁰⁰
Draw 119.⁰⁰
1074.⁰⁰

Harper Window Treat
208 Sigler St
Franklin IN 46094

(765) 754-9511

C. S. BRUGGER
1522 Oakland Ct.
Elwood, IN
46036-2717

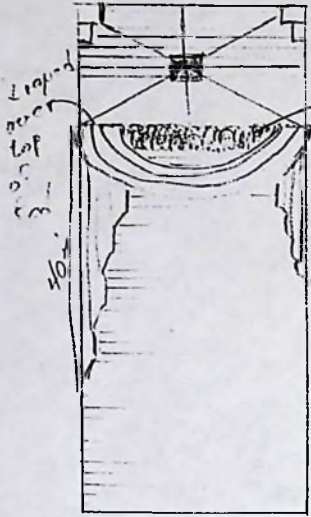
Garnetta Brugger
1522 Oakland Ct.
Elwood, IN 46036

11 Feb 1992

To Elwood Public Library -
\$1000.00 to be used
as the Board directs.

Cliff S. Brugger
Garnetta D. Brugger

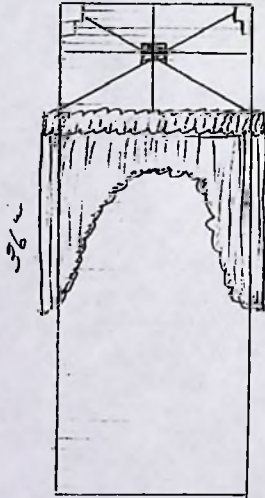
Optional Toppers for Indiana Rm.



Draped
over
top
of
rod

30"

5 1/2" Pair
Approximate cost
450.00 for both



36"

Approximate cost
325.00 for both



North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001
FAX (317) 552-0955

North Madison County Public Library System December 2, 1996
124 North 16th Street
Elwood, IN 46036
ATTN: Kathi Wittkamper/Director

Kathi:

Thanks for calling Aero Drapery-we appreciate the opportunity to compete for your business. Our products would look great in your new building. Your options and costs are as follows:

| | |
|---|-----------|
| Option #1: 1" metal blinds(.008 guage) | |
| 26 blinds to fit lower portion of each window | 980.00 |
| Installation | 104.00 |
| | \$1084.00 |
| Option #2: Light blocking roll shades | |
| 26 shades to fit upper portion of each window | 1560.00 |
| Installation | 78.00 |
| | \$1638.00 |
| Option #3: 1" wood blinds(hardwood with cherry wood finish) | |
| 26 blinds to fit lower portion of each window | 4650.00 |
| Installation | 104.00 |
| | \$4754.00 |

Sincerely,

Mike Ford

TO : KATHI

FEB. 3, 1997

FROM : GLENNA

RE : WINDOW TREATMENT FOR TECH. SERVICE

We have no particular preference for the type or style of window treatment, but something has to cover the "British flag" portion of the window. That portion is the one we have the most problem with in the afternoons.

THANKS

Glenne

Kathi 2/3/97
You may send (submit) this at the Feb. board meeting. Pam Bahls + Barbara Abernathy are aware of the problem (Sunday Replication). They're the ones I told I was ready to put up with. Afternoon's no can't work at island or River Desk - Meeting at school.
Glenne

EXPENDITURES TO BE ALLOWED
 NORTH MADISON COUNTY PUBLIC LIBRARY
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1998
 12 FEB 97

PAGE 1

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|------------------------------|
| | | -PAID AFTER BOARD MEETING- | | | |
| PAYROLL | 00044 | PAYROLL | 111.91 | 13-JAN-97 | CHECKS 004233-004234 |
| PAYROLL | 00045 | PAYROLL DEDUCTIONS | -14.75 | 13-JAN-97 | CHECKS 004233-004234 |
| 016109 | 00046 | DIANA L. SHEPARD | 38.86 | 22-JAN-97 | REIMBURSEMENT PETTY CASH |
| 016110 | 00047 | DIANA SHEPARD | 15.00 | 22-JAN-97 | MILEAGE |
| 016111 | 00048 | INFORMATION/REF.GROUP- | 126.58 | 22-JAN-97 | BOOKS - ELWOOD |
| 016112 | 00049 | BAKER & TAYLOR BOOKS | 619.59 | 22-JAN-97 | BOOKS, ELWOOD, FRANK.SUMM |
| 016113 | 00050 | STAR FINANCIAL BANK | 2627.53 | 22-JAN-97 | FED. & FICA TAX - P/R 1-22-9 |
| 016114 | 00051 | INDIANA DEPARTMENT OF | 355.19 | 22-JAN-97 | STATE & COUNTY TAX - NO. OF |
| 016115 | 00052 | CITY OF ELWOOD NON-REV | 776.82 | 22-JAN-97 | PREMIUM FOR FEB./STEWART & F |
| 016116 | 00053 | MADISON COUNTY SCHOOL | 1466.07 | 22-JAN-97 | CREDIT UNION DEDUC.P/R 1-22- |
| 016117 | 00054 | INDIANA DEFERRED COMPE | 240.00 | 22-JAN-97 | ANNUITY DEDUCTIONS - P/R 1-2 |
| PAYROLL | 00055 | PAYROLL | 5800.30 | 22-JAN-97 | CHECKS 004235-004252 |
| PAYROLL | 00056 | PAYROLL DEDUCTIONS | -4377.92 | 22-JAN-97 | CHECKS 004235-004252 |
| 016118 | 00057 | HOSER'S AWARDS | 257.00 | 22-JAN-97 | BOOKMARKS - DEDICATION |
| 016119 | 00058 | HEALTH SCIENCES LIBRAR | .00 | 13-JAN-97 | CORRECT ACCT. NO. |
| 016120 | 00059 | OXMOOR HOUSE | .00 | 13-JAN-97 | CORRECT ACCOUNT NO. |
| 016121 | 00060 | HARRIS PUBLISHING COMP | .00 | 13-JAN-97 | TO CORRECT ACCOUNT NO. |
| 016122 | 00061 | FILIP, INC. | -2179.13 | 13-JAN-97 | VOID CHECK #016037/WRONG AMO |
| | | --TOTAL-- | 10583.34 | | |
| | | -CURRENT EXPENDITURES- | | | |
| 016119 | 00064 | STAR FINANCIAL BANK | 2633.76 | 05-FEB-97 | FED. & FICA TAX - P/R 2-5-97 |
| 016120 | 00065 | MADISON COUNTY SCHOOL EMPLOY | 1469.08 | 05-FEB-97 | CREDIT UNION DEDUCTIONS - 2- |
| 016121 | 00066 | INDIANA DEFERRED COMPENSATIO | 296.00 | 05-FEB-97 | ANNUITY DEDUCTIONS - P/R 2-5 |
| 016122 | 00067 | POSTMASTER | 52.00 | 05-FEB-97 | STAMPS - BRANCHES |
| 016123 | 00068 | AMERICAN ELECTRIC POWER | 1429.74 | 12-FEB-97 | ELECTRIC - ELWOOD, SUMMITVIL |
| 016124 | 00069 | AMERITECH | 455.94 | 12-FEB-97 | TELEPHONE - ELWOOD, SUMMIT. |
| 016125 | 00070 | BAKER & TAYLOR BOOKS | 2778.53 | 12-FEB-97 | BOOKS - ELWOOD, FRANKTON, SU |
| 016126 | 00071 | BOOK PRINTING | 66.00 | 12-FEB-97 | AUTHOR & TITLE SLIPS |
| 016127 | 00072 | BORDERS BOOK SHOP | 74.96 | 12-FEB-97 | BOOKS - ELWOOD |
| 016128 | 00073 | A E BOYCE CO INC | 79.05 | 12-FEB-97 | REC'T.BOOKS, FORMS |
| 016129 | 00074 | CAROLYN LAMBERTSON | 30.00 | 12-FEB-97 | MILEAGE |
| 016130 | 00075 | DINDA MORINE | 15.00 | 12-FEB-97 | MILEAGE |
| 016131 | 00076 | CHRONICLE TRIBUNE | 117.00 | 12-FEB-97 | SUBSCRIP. - SUMMITVILLE |
| 016132 | 00077 | CITY WATER & SEWAGE DEPT. | 23.22 | 12-FEB-97 | WATER - 124 NO. 16TH (FINAL |
| 016133 | 00078 | CUSTOMER SERVICE | 38.86 | 12-FEB-97 | BOOKS - FRANKTON |
| 016134 | 00079 | CY DECOSSE INC. | 20.90 | 12-FEB-97 | BOOK - FRANKTON |
| 016135 | 00080 | CENTRAL IND.COMPUTER CONSULT | 513.97 | 12-FEB-97 | COMPUTER CONSULTING,EQUIPHEN |
| 016136 | 00081 | CONGRESSIONAL QUARTERLY INC. | 26.18 | 12-FEB-97 | BOOK - ELWOOD |
| 16137 | 00082 | FURNITURE CITY | 1325.00 | 12-FEB-97 | REFRIGERATORS |
| 16143 | 00094 | JANE A. BECKLEY | 2000.00 | 12-FEB-97 | LEASE PHT. ON FRANKTON BLDG. |
| 16144 | 00095 | INDYNET | 30.00 | 02-FEB-97 | DEC.&JAN. SERVICE |
| 16145 | 00096 | INCOLSA | 816.40 | 12-FEB-97 | UNEMPLOYMENT COMP. POOL |
| 016153 | 00082 | DEWCO | 894.29 | 12-FEB-97 | SUPPLIES, EQUIPMENT |
| 16147 | 00099 | INDIANA CHAMBER OF COMMERCE | 15.00 | 12-FEB-97 | BOOK - ELWOOD |
| 016154 | 00083 | DIANA L. SHEPARD | 40.06 | 12-FEB-97 | PETTY CASH REIMBURSEMENT |

EXPENDITURES TO BE ALLOWED
 NORTH MADISON COUNTY PUBLIC LIBRARY
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1998
 12 FEB 97

PAGE 2

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|------------------------------|
| 016134 | 00109 | INFORMATION/REF.GROUP-00091 | 101.00 | 12-FEB-97 | BOOKS - ELWOOD |
| 016135 | 00084 | ELWOOD FIRE EQUIPMENT COMPAN | 101.00 | 12-FEB-97 | FIRE EQUIPMENT SERVICE |
| 016135 | 00101 | INGRAM DISTRIBUTION GROUP IN | 417.00 | 12-FEB-97 | BOOKS - ELWOOD, FRANK., SUMM |
| 016136 | 00102 | FILIP, INC. | 1025.85 | 12-FEB-97 | PORTABLE CLEANING MACHINE |
| 016136 | 00085 | ELWOOD PUBLISHING COMPANY IN | 650.55 | 12-FEB-97 | SUBSCRIP. - ELWOOD, SUMM |
| 016137 | 00086 | FILIP, INC. | 237.12 | 12-FEB-97 | CLEANING SUPPLIES |
| 016137 | 00103 | KIDSOFT, L.L.C. | 150.70 | 12-FEB-97 | CHILDREN'S GAMES- SUMM. |
| 016138 | 00088 | FURST GROUP, INC. | 14.17 | 12-FEB-97 | LONG DIST. - ELWOOD, SUMMITV |
| 016138 | 00104 | KHART | 424.64 | 12-FEB-97 | SUPPLIES, EQ., VIDEOS |
| 016139 | 00089 | GTE NORTH INDIANA OPERATIONS | 249.55 | 12-FEB-97 | TELE. - ELWOOD |
| 016140 | 00090 | TOWN OF FRANKTON | 144.53 | 12-FEB-97 | UTILITIES - FRANKTON LIB. |
| 016141 | 00091 | GAYLORD BROS. | 357.07 | 12-FEB-97 | BOOK PROCESSING, SUPPLIES, E |
| 016142 | 00092 | HOMEWORKS, INC. | 209.35 | 12-FEB-97 | MULTIMEDIA VIDEOS |
| 016143 | 00093 | HORTON'S & SONS OF ELWOOD | 36.72 | 12-FEB-97 | SUPPLIES |
| 016144 | 00097 | INDIANA GAS COMPANY | 1290.66 | 12-FEB-97 | GAS - 124 NO.16TH & 1600 MAD |
| 016145 | 00105 | LIBRARY CORPORATION, THE | 1000.00 | 12-FEB-97 | TRAINING - CIRCULATION |
| 016146 | 00106 | LIBRARY STORE INC., THE | 322.40 | 12-FEB-97 | BOOK PROCESSING SUPPLIES |
| 016147 | 00107 | MCCORMACK PRINTING IMPRESSIO | 75.42 | 12-FEB-97 | POSTCARDS - SUMMIT. |
| 016148 | 00108 | MUNCIE OFFICE SUPPLY | 70.00 | 12-FEB-97 | TONER - COPIER |
| 016149 | 00109 | MICHIE | 55.56 | 12-FEB-97 | BOOK - ELWOOD |
| 016150 | 00110 | MANIFOLD REFUSE, INC. | 41.00 | 12-FEB-97 | TRASH PICK-UP FRANKTON/OTR. |
| 016151 | 00111 | MICROMARKETING ASSOCIATES | 61.98 | 12-FEB-97 | VIDEOS - ELWOOD |
| 016152 | 00112 | ANDERSON NEWSPAPERS INC. | 45.30 | 12-FEB-97 | AD - APPLICATION |
| 016153 | 00113 | HIGHEST EXCHANGE | 354.95 | 12-FEB-97 | VIDEOS - ELWOOD, FRANKTON |
| 016154 | 00114 | OXMOOR HOUSE | 14.97 | 12-FEB-97 | BOOK - FRANKTON |
| 016155 | 00115 | POPULAR SUBSCRIPTION SERVICE | 10.55 | 12-FEB-97 | ADULT'L.SUBSCRIP. |
| 016156 | 00116 | QUILL CORPORATION | 957.95 | 12-FEB-97 | OFFICE SUPPLIES, EQUIP. |
| 016157 | 00117 | READER'S DIGEST ASSOC., INC. | 22.46 | 12-FEB-97 | MAGAZINE SUB. - SUMM. |
| 016158 | 00118 | READER'S DIGEST ASSOCIATION | 13.46 | 12-FEB-97 | SUBSCRIP - ELWOOD |
| 016159 | 00119 | REVCO D.S., INC. | 85.33 | 12-FEB-97 | SUPPLIES |
| 016160 | 00120 | RAMSAY BUSINESS PRODUCTS | 3575.25 | 12-FEB-97 | EQUIP., SUPPLIES |
| 016161 | 00121 | WALKER'S MANUAL, LLC | 75.00 | 12-FEB-97 | BOOK - ELWOOD |
| 016162 | 00122 | SPECIALTY STORE SERVICES, IN | 107.36 | 12-FEB-97 | SUPPLIES |
| 016163 | 00123 | STATE CHEMICAL MANUFACTURING | 129.54 | 12-FEB-97 | CLEANING SUPPL |
| 016164 | 00124 | UPSTART | 33.64 | 12-FEB-97 | SUPPLIES - SUMMITVILLE |
| 016165 | 00125 | UNIVERSITY BOOK SERVICE | 331.47 | 12-FEB-97 | BOOKS - ELWOOD |
| 016166 | 00126 | UNITOG RENTAL SERVICES | 31.00 | 12-FEB-97 | CLEANING SUPPLIES |
| 016167 | 00127 | WORLD ALMANAC EDUCATION | 47.44 | 12-FEB-97 | BOOKS, SUPP - FRANKTON |
| 016168 | 00128 | WORLD BOOK EDUCATIONAL | 650.00 | 12-FEB-97 | ENCYCLOPE -ELWOOD CHILDREN'S |
| 016169 | 00129 | SHARON FOUTS | 16.50 | 12-FEB-97 | MILEAGE |
| 016170 | 00063 | PAYROLL | -4463.09 | 05-FEB-97 | CHECKS 004253-004379 |
| 016171 | 00062 | PAYROLL | 9871.73 | 05-FEB-97 | CHECKS 004253-004379 |
| | | --TOTAL-- | 34545.60 | | |
| | | PRIOR MONTH TOTALS | 10583.34 | | |
| | | CURRENT MONTH TOTALS | 34545.60 | | |
| | | GRAND TOTALS | 45128.94 | | |

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 2 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 45128.94. DATED 12-FEB-97.

Jerry Kasser

Barbara Abbott

Tomla Ballard

Sharon Pace

Beverly Austin

Linda Anglen

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

February 12, 1997

TO: Board of Trustees REPORT FOR BOARD OF FINANCE MEETING

Attached is a copy of our Investments for 1996.

Operating Balance in the Operating Fund 12-31-96 was \$182,822.08

| | |
|----------------------------------|-----------|
| Balance in the Levy Excess Fund | 5,252.00 |
| Balance in the PLAC Fund | 78.00 |
| Balance in the LIRF Fund | 10,363.05 |
| Balance in the Gift Fund | 17,577.94 |
| Balance in the Memorial Fund | 1,187.91 |
| Balance in the Construction Fund | 18,442.15 |
| Payroll Holding Fund | 536.69 |

Total all Funds \$236,259.82

Mary J. Helpling
Mary J. Helpling, Ass't. Adm.

Linda Sizelove
Linda Sizelove, President

Pamela Bohlander
Pamela Bohlander, Secretary

Brenda Carey

Barbara Abernathy
Barbara Abernathy

Beverly Austin
Beverly Austin, Vice-President

Jerry Kaiser
Jerry Kaiser, Treasurer

Sharan Pace
Sharan Pace

North Madison County Public Library System

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Mary J. Helpling, Ass't. Adm.

Linda Sizelove
Linda Sizelove, President

Pamela Bohlander
Pamela Bohlander, Secretary

Brenda Carey

Barbara Abernathy
Barbara Abernathy

Beverly Austin
Beverly Austin, Vice-President

Jerry Kaiser
Jerry Kaiser, Treasurer

Sharan Pace
Sharan Pace

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001

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NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Board of Trustees
Executive Board Meeting
March 12, 1997

AGENDA
6:00 PM

CALL TO ORDER

CALL FOR QUORUM
BUSINESS

1. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(b)(2)(D)
a. Joel - InterDesign
2. Personnel
(IC 5-14-1.5-6-(B) (6)

REGULAR MEETING
7:00PM

CALL TO ORDER

CALL FOR QUORUM

ACCEPTANCE OF MINUTES

CLAIMS REGISTER & CHECKS

BUILDING REPORT - Elwood:

1. Representative from M. D. Rowe
2. Inter-Design Group
3. Window Treatments
4. House Decor - Housekeeping Concerns, Furniture protection
5. Art Work in Youth Services by high school Art Class - Permission to pay Mr. McQuitty for services.
6. Concerns - Carnegie Bldg., Parking Concerns

Frankton:

1. Roof Repair
2. Cabinetry

Summitville:

1. Report

OLD BUSINESS

NEW BUSINESS

1. Wages
2. Board approval for hiring full-time employee Herschell Stunkard.
3. Board approval to allow back-up bookkeeper an extra 5 hours each week during Jan's absence and during training.
4. Donation of religious subscription
5. Dedicate \$1,000 donation to Audio Circuit?

DIRECTOR'S REPORT

PUBLIC COMMENT

ADJOURN

Summitville Community Library

Elwood Public Library

Frankton Community Library

(5:30 Bd. Members to
discuss wage scale in
committee.)

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

CIRCULATION STATISTICS

| | FEB 1996 | FEB 1997 | AMOUNT OF CHANGE | % OF CHANGE | YTD |
|-------------------|-------------|-------------|---------------------|----------------|-------|
| ELWOOD | | | | | |
| ADULT | 2766 | 3740 | +974 | +35% | 5943 |
| JUVEN. | 2269 | 3158 | +889 | +39% | 5467 |
| YA | 0 | 217 | +217 | +100% | 269 |
| PERIO. | 374 | 459 | +85 | +23% | 682 |
| AUDIO | 108 | 144 | +36 | +33% | 226 |
| VIDEO | 1728 | 2580 | +852 | +49% | 3945 |
| TOTAL | 7245 | 10298 | +3053 | +42% | 16532 |
| FRANKTON | | | | | |
| ADULT | 1155 | 950 | -205 | -18% | 2073 |
| JUVEN. | 695 | 538 | -157 | -23% | 1101 |
| PERIO. | 200 | 169 | -31 | -16% | 341 |
| AUDIO | 0 | 8 | +8 | +100% | 20 |
| VIDEO | 922 | 921 | -1 | +0% | 2075 |
| TOTAL | 2972 | 2586 | -386 | -13% | 5610 |
| HAZELBAKER | | | | | |
| ADULT | 674 | 524 | -150 | -22% | 1126 |
| JUVEN. | 432 | 427 | -5 | -1% | 849 |
| PERIO. | 118 | 109 | -9 | -1% | 237 |
| AUDIO | 3 | 0 | -3 | -100% | 5 |
| VIDEO | 571 | 473 | -98 | -17% | 1184 |
| TOTAL | 1798 | 1533 | -265 | -15% | 3401 |
| SYSTEM | | | | | |
| ADULT | 4595 | 5214 | +619 | +13% | 9142 |
| JUVEN. | 3396 | 4123 | +727 | +21% | 7417 |
| Y.A. | 0 | 217 | +217 | +100% | 269 |
| PERIOD. | 692 | 737 | +45 | +7% | 1260 |
| AUDIO | 111 | 152 | +41 | +37% | 251 |
| VIDEO | 3211 | 3974 | +763 | +24% | 7204 |
| TOTAL | 12015 | 14417 | +2414 | +20% | 25543 |

Telephone Ref. 872
In house Ref. 485
Patron Assist. 299
Database Ref. 132
Ref. Books 67
Patron count 9061
Programs 29

Attendance 272

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001

FAX (317) 552-0955

BOARD OF TRUSTEES
Regular Meeting for Business
March 12, 1997

CALL TO ORDER

President Linda Sizelove called a regular business meeting to order in the meeting room of the Elwood Public Library on March 12, 1997 at 7:00pm.

CALL FOR QUORUM

Other board members attending were: Beverly Austin, Brenda Carey and Barbara Abernathy, Director Kathi Wittkamper. Pamela Bohlander was absent. Ass't. Administrator Jan Helpling, Call-leader reporter Brian Hamilton were also present.

BUILDING REPORT

Presentation was made by Mike Ford, Aero Drapery for window coverings. He presented samples of sun shield, wood blinds with cherry finish and mini blinds. He quoted 1" or 2" blinds at \$2.50 per sq. ft., shades \$4.20 sq. ft. and wood blinds @ 11.50 sq. ft., all including installation. He said after we pick the product he can fax a final proposal.

Marina Harper, Harper Furniture in Frankton left several selections of blinds with the proposal from February still standing.

Barbara Abernathy made a motion that the board hire Marina Harper to install 1 3/8" blinds (beige) on the south side windows of the new library. Brenda Carey seconded and the motion passed. The bill will be sent to NCB to be paid through the building project.

Kathi told board members that the rest of the items on the "punch list" were being worked out between Arlen Packard of Inter-Design Group and M. D. Rowe. However, most issues have been resolved.

Project bills were presented and a motion made to pay the following by Barbara Abernathy, seconded by Beverly Austin and passed.

| | | |
|--------------|-----------------------------|-----------|
| Gaylord..... | Security Sys. supplies..... | \$360.00 |
| Gaylord..... | Security Sys. supplies..... | \$1155.00 |

Motion was made by Barbara Abernathy, seconded by Brenda Carey to pay the following bills:

| | | |
|---------------------|--------------------------------|------------|
| Static Pro, Inc.... | Painting Carnegie Shelves..... | \$ 950.04 |
| Hoosier Filing.... | Periodical Storage System..... | \$3,896.10 |
| Lucent Techn..... | Telephone system..... | \$11426.49 |

Bills from InterDesign for 11,759.35 AND 1,155.00 were not approved for payment pending having Don Hill and the Leasing Corporation

~~March 12, 1997~~ bills were passed Public Library

Frankton Community Library

Director Wittkamper asked the board if they wanted to appoint a Housekeeping Concerns Committee, that is, to look into accepting donations to the library, decorations, furnishings, etc. Board members felt the committee was unnecessary and that the Director can handle these concerns but if she is uncomfortable about a particular thing, she can bring before the board.

Kathi asked board members if they might like to consider covering the library tables with polyuerathane or something similar for better protection. Beverly Austin said she would like the manufacturer of the furniture called to get a response on how to care for it. Brenda Carey mentioned a scratch on one of the tables in the meeting room being there since the day of the Dedication.

Barbara Abernathy made a motion to hire Darrell McQuitty to cut out and place the wooden figures being made at this time by the Art Department of ECHS on the Youth Dept. walls. Motion was seconded by Brenda Carey and passed.

The city attorney has called Kathi to make arrangements to come into the Carnegie Building. She has found that the library can either give the articles of furniture to another tax-supported unit or hold an auction. Carolyn Lambertson has tagged the furniture she wants to take to Summitville when their new addition is finished. She also asked if some of the furniture could be refinished. Barbara Abernathy suggested board members do an eye inspection of the building tomorrow at 3:30pm.

Beverly Austin said she had a complaint from a patron that they could not check out a book from the Indiana Room. Kathi explained that most books are for reference in the room but would check into it.

Frankton - Roof has been repaired by Craig Roofing and seems to be fine however, Craig would like us to consider doing the entire roof. They say it will be necessary soon.

Two bids were presented for Frankton cabinetry - N&K Cabinetry and Keith Baldwin. Beverly Austin made a motion to accept the bid from Keith Baldwin, Brenda Carey seconded and it passed.

SUMMITVILLE - Brenda Carey reported that the Summitville project site is being prepared and sewer lines are being placed. She passed photographs of the site to board members.

OLD BUSINESS

LOGO - Beverly Austin asked what was being done with the logo that Randy Martin drew. Kathi said she is waiting to talk to graphic artist Jim Hoover, Kokomo Library, who is making the logo computer acceptable. She also is waiting on information from signage companies.

WAGES - Beverly Austin announced there has been a committee

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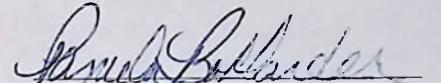
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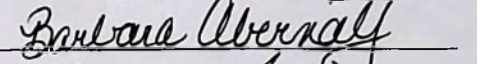
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There will be a book discussion group meeting on Saturday, March 22.

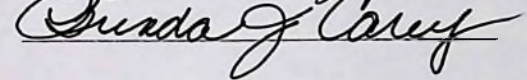
All three facilities will be closed March 28 at noon.

Motion was made for meeting to adjourn at 9:00pm. Beverly Austin seconded.


Pamela Bohlander, Secretary







North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

BOARD OF TRUSTEES
Regular Meeting for Business
March 12, 1997

CALL TO ORDER

President Linda Sizelove called a regular business meeting to order in the meeting room of the Elwood Public Library on March 12, 1997 at 7:00pm.

CALL FOR QUORUM

Other board members attending were: Beverly Austin, ~~Pam Bohlander~~^{corrected}, Brenda Carey and Barbara Abernathy, Director Kathi Wittkamper, Ass't. Administrator Jan Helpling, Call-leader reporter Brian Hamilton. Pamela Bohlander was absent.

BUILDING REPORT

Presentation was made by Mike Ford, Aero Drapery for window coverings. He presented samples of sun shield, wood blinds with cherry finish and mini blinds. He quoted 1" or 2" blinds at \$2.50 per sq. ft., shades \$4.20 sq. ft. and wood blinds @ 11.50 sq. ft., all including installation. He said after we pick the product he can fax a final proposal.

Marina Harper, Harper Furniture in Frankton left several selections of blinds with the proposal from February still standing.

Barbara Abernathy made a motion that the board hire Marina Harper to install 1 3/8" blinds (beige) on the south side windows of the new library. Brenda Carey seconded and the motion passed. The bill will be sent to NCB to be paid through the building project.

Kathi told board members that the rest of the items on the "punch list" were being worked out between Arlen Packard of Inter-Design Group and M. D. Rowe. However, most issues have been resolved.

Project bills were presented and a motion made to pay the following by Barbara Abernathy, seconded by Beverly Austin and passed.

Gaylord..... Security Sys. supplies.....\$360.00
Gaylord..... Security Sys. supplies.....\$1155.00

Motion was made by Barbara Abernathy, seconded by Brenda Carey to pay the following bills:

Static Pro, Inc...Painting Carnegie Shelves.....\$ 950.04
Hoosier Filing....Periodical Storage System.....\$3,896.10
Lucent Techn.....Telephone system.....\$11426.49

Bills from InterDesign for 11,759.35 AND 1,155.00 were not approved for payment pending having Don Hill and the Leasing Corporation

look at the bills more carefully.

Summitville Community Library

Elwood Public Library

Frankton Community Library

Director Wittkamper asked the board if they wanted to appoint a Housekeeping Concerns Committee, that is, to look into accepting donations to the library, decorations, furnishings, etc. Board members felt the committee was unnecessary and that the Director can handle these concerns but if she is uncomfortable about a particular thing, she can bring before the board.

Kathi asked board members if they might like to consider covering the library tables with polyurethane or something similar for better protection. Beverly Austin said she would like the manufacturer of the furniture called to get a response on how to care for it. Brenda Carey mentioned a scratch on one of the tables in the meeting room being there since the day of the Dedication.

Barbara Abernathy made a motion to hire Darrell McQuitty to cut out and place the wooden figures being made at this time by the Art Department of ECHS on the Youth Dept. walls. Motion was seconded by Brenda Carey and passed.

The city attorney has called Kathi to make arrangements to come into the Carnegie Building. She has found that the library can either give the articles of furniture to another tax-supported unit or hold an auction. Carolyn Lambertson has tagged the furniture she wants to take to Summitville when their new addition is finished. She also asked if some of the furniture could be refinished. Barbara Abernathy suggested board members do an eye inspection of the building tomorrow at 3:30pm.

Beverly Austin said she had a complaint from a patron that they could not check out a book from the Indiana Room. Kathi explained that most books are for reference in the room but would check into it.

Frankton - Roof has been repaired by Craig Roofing and seems to be fine however, Craig would like us to consider doing the entire roof. They say it will be necessary soon.

Two bids were presented for Frankton cabinetry - N&K Cabinetry and Keith Baldwin. Beverly Austin made a motion to accept the bid from Keith Baldwin, Brenda Carey seconded and it passed.

SUMMITVILLE - Brenda Carey reported that the Summitville project site is being prepared and sewer lines are being placed. She passed photographs of the site to board members.

OLD BUSINESS

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recorded.

Brenda Carey
Sharon Fouts
Beverly J Austin

Barbara Abernathy, Secretary
Barbara Abernathy
Lydia Singer

Priced from very top, except IN Room
Elwood Public Library

1st Mini Blinds for So Side
 4@ 120" 480.00
 5@ 109" 545.00
 1 - 96.00
 1121.00
 Cut out 72.00
 1193.00
 Allow 119.00
 1074.00

Silhouette
 2@ 582 1164
 2@ 484 968
 5@ 514 2570
 1@ 452 452
 5154
 Less 20% 1031
 4123

Priced from very top, incl. IN Room
 Wood Blinds
 Woodland Harvest Heartland Woods
 4@ 576 2704
 5@ 496 2480
 1@ 420 420
 5604
 Less 20% 1121
 (Samples) 4483.00

4@ 344 1376
 5@ 296 1480
 1@ 351 351
 3107
 Less 10% 311
 2796.00

Japan Window Treatment
 200 Sibley St.
 Frankton IN
 (765) 754-3511



10 February 1997

Total Architectural Development

Board of Trustees and
 North Madison County Public Library System
 Leasing Corporation
 124 N. 16th Street
 Elwood, Indiana 46036-1598

RE: Additional Time and Cost
 3 December 1996 and 7 January 1997 The InterDesign Group Invoices

Dear Trustees and Leasing Corporation:

I am writing as follow-up to the above referenced invoices identifying additional time devoted to completing your new library from the Construction Administration Phase of our work. Each of the invoices identified the appropriated fee anticipated to provide services. During the completion of the new library, additional time had to be charged to complete the following:

December 1996

- Wood door stain review with supplier and contractor
- Shelving, end panels and canopy delivery issues
- Punch list assistance and meetings regarding completion
- Genealogy ceiling finish and acceptance
- Readiness for completion and dedication

January 1997

- Status of above December items listed
- Close out documentation needed
- Circulation desk and furniture follow-up
- Office follow-up phone calls and coordination

The above costs were reflected on each invoice attached for your reference, identifying actual services provided as follows:

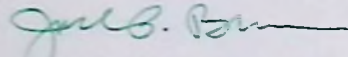
| Invoice | Actual Service Provided | Fee Invoiced | Requested Balance Amount |
|-----------------|-------------------------|--------------|--------------------------|
| 3 December 1996 | \$13,327.14 | \$5,348.37 | \$7,978.77 |
| 7 January 1997 | 6,780.58 | 3,000.00 | 3,780.58 |
| Totals | \$20,107.72 | \$8,348.37 | \$11,759.35 |

Board of Trustees and
North Madison County Public Library System
Leasing Corporation
10 February 1997
Page Two

To date, you have paid the fee invoiced for \$8,348.37. I am requesting your consideration to pay in full or in partial the \$11,759.35. My request is from the standpoint of our continued service to you since 1991 and I trust your satisfaction with our efforts to provide the services we promised, the follow-up needed and the efforts beyond contract in order to serve you and complete a meaningful project for you and the community.

If desired, I can answer any questions you may have and be in attendance at your next meeting scheduled for March 12, 1997. Thank you for your consideration of my request and hopefully payment for services.

Sincerely,
The InterDesign Group, Inc.


Joel P. Blum

/mp
Attachments



10 February 1997

Total Architectural Development

North Madison County Public Library System Leasing Corporation
124 North 16th Street
Elwood, Indiana 46036-1598
Attention: Ms. Jan Helpling

INVOICE

North Madison County Public Library
IDG No. 950017

For Professional Services Rendered in Accordance
With Owner/Architect Agreement dated 31 March 1992

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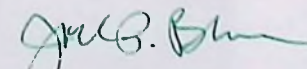
| | |
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| 3 December 1996 Request* | \$7,978.77 |
| 7 January 1997 Request* | 3,780.58 |
| SUBTOTAL BALANCE | \$11,759.35 |

Your consideration of this request for Additional Services rendered is greatly appreciated.

*Refer to letter and back-up data of 10 February 1997 correspondence.

TOTAL AMOUNT DUE THIS INVOICE **\$11,759.35**

The InterDesign Group, Inc.


Joel P. Blum, AIA

EXPENDITURES TO BE ALLOWED
 NORTH MADISON COUNTY PUBLIC LIBRARY
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1008
 12 MAR 97

PAGE 1

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------------|--------------|------------------------------|-----------------|------------|------------------------------|
| -PAID AFTER BOARD MEETING- | | | | | |
| PAYROLL | 00131 | PAYROLL | 10134.17 | 19-FEB-97 | CHECKS 004301-004300 |
| PAYROLL | 00132 | PAYROLL DEDUCTIONS | -4300.53 | 19-FEB-97 | CHECKS 004301-004300 |
| 016190 | 00133 | STAR FINANCIAL BANK | 2692.87 | 19-FEB-97 | FED. & FICA TAX - P/R 2-19-9 |
| 016191 | 00134 | INDIANA DEPARTMENT OF | 775.95 | 19-FEB-97 | STATE & COUNTY TAX - P/R 2-1 |
| 016192 | 00135 | MADISON COUNTY SCHOOL | 1489.03 | 19-FEB-97 | CREDIT UNION DEDUCT. - P/R 2 |
| 016193 | 00136 | INDIANA DEFERRED COMPE | 298.00 | 19-FEB-97 | ANNUITY DEDUCTIONS - P/R 2-1 |
| 016194 | 00137 | CITY OF ELWOOD NON-REV | 775.92 | 19-FEB-97 | HEALTH INS. PREM.FOR MARCH (|
| 016195 | 00138 | QUINCY LAKE & LANDSCAP | 165.00 | 19-FEB-97 | 19% NOWINGS @ \$15.00 EA. |
| 016194 | 00139 | CY DEBUSSE INC. | -20.90 | 19-FEB-97 | VOID CHECK - DUPLICATE |
| XXXXXX | 00140 | STAR FINANCIAL BANK | 5352.00 | 26-FEB-97 | TRANS.FROM LEVY EXCESS TO OP |
| 016196 | 00141 | INDIANA GAS COMPANY | 244.10 | 26-FEB-97 | GAS - FRANKTON LIBRARY |
| XXXX | 00142 | STAR FINANCIAL BANK | 5000.00 | 26-FEB-97 | TRANS. TO LIRF - '97 BUDGET |
| --TOTAL-- | | | 22274.36 | | |
| -CURRENT EXPENDITURES- | | | | | |
| 016197 | 00145 | STAR FINANCIAL BANK | 2704.91 | 05-MAR-97 | FICA & FED. TAX - P/R 3-5-97 |
| 016198 | 00146 | MADISON COUNTY SCHOOL EMPLOY | 1489.20 | 05-MAR-97 | CREDIT UNION DEDUC.P/R 3-5-9 |
| 016199 | 00147 | INDIANA DEFERRED COMPENSATIO | 298.00 | 05-MAR-97 | DEDUCTIONS - P/R 3-5-97 |
| 016200 | 00148 | INDIANA STATE LIBRARY | 50.00 | 05-MAR-97 | FLAC CARDS SOLD 4TH QTR.1996 |
| 016201 | 00149 | GREG ADAMS | 300.00 | 05-MAR-97 | FRAMEWORK DEPOSIT - LIBR.PIC |
| 016202 | 00150 | MERITECH | 430.01 | 12-MAR-97 | TELE. - SUMMITVILLE & ELWOOD |
| 016203 | 00153 | ANDERSON NEWSPAPERS INC. | 45.30 | 12-MAR-97 | AD-1-31-97 |
| 016204 | 00154 | AUDIO VISUAL COMMUNICATIONS | 297.00 | 12-MAR-97 | SERV. AGREE FOR JAN.,FEB. & |
| 016205 | 00155 | BARBARA MCADAMS | 24.25 | 12-MAR-97 | MILEAGE |
| 016206 | 00156 | BAIERS | 21.49 | 12-MAR-97 | SUPPLIES - FRANKTON |
| 016207 | 00157 | BINDMAN, FARRER & WILSON | 131.25 | 12-MAR-97 | LEGAL SERVICES |
| 016208 | 00158 | BLACKBIRCH MARKETING, INC | 175.45 | 12-MAR-97 | BOOKS - SUMMITVILLE |
| 016209 | 00159 | A E BOYCE CO INC | 703.24 | 12-MAR-97 | OFFICE SUPPLIES |
| 016210 | 00160 | BURNETTE - DELLINGER INC. | 108.00 | 12-MAR-97 | COMM. CRIME POL |
| 016211 | 00162 | CRAIG ROOFING COMPANY | 993.00 | 12-MAR-97 | ROOF PATCH - FRANKTON |
| 016212 | 00163 | DEMCO | 273.92 | 12-MAR-97 | SUPPLIES |
| 016213 | 00164 | FILIP, INC. | 28.60 | 12-MAR-97 | CLEANING SUPPLIES |
| 016214 | 00165 | FOUNDATION CENTER | 194.50 | 12-MAR-97 | BOOKS - ELWOOD |
| 016215 | 00166 | FRANKTON JOURNAL | 14.00 | 12-MAR-97 | SUBSCRIPTION RENEWAL |
| 016216 | 00167 | TOWN OF FRANKTON | 3.98 | 12-MAR-97 | FRANKTON - UTILITIES |
| 016217 | 00168 | FURST GROUP, INC. | 20.15 | 12-MAR-97 | LONG DIST PHONE - ELWOOD & |
| 016218 | 00169 | GALE RESEARCH INC | 133.34 | 12-MAR-97 | BOOKS - ELWOOD |
| 016219 | 00170 | GARETH STEVENS | 716.36 | 12-MAR-97 | BOOKS - SUMMITVILLE |
| 016220 | 00171 | GAYLORD BROS. | 267.90 | 12-MAR-97 | SUPPLIES |
| 016224 | 00175 | INDYNET | 15.00 | 12-MAR-97 | SERVICE - FEB. |
| 016225 | 00176 | INGRAM DISTRIBUTION GROUP IN | 14.19 | 12-MAR-97 | BOOKS - FRANKTON |
| 016226 | 00177 | JANE A. BECKLEY | 2000.00 | 12-MAR-97 | LEASE PMT. - FRANKTON BLDG. |
| 016227 | 00178 | JOE OVERDORF | 89.00 | 12-MAR-97 | PHOTOGRAPH/BOARD OF TRUSTEES |
| 016228 | 00179 | KMART | 269.46 | 12-MAR-97 | VIDEOS SUPPLIES, ELWOOD, SUM |
| 016229 | 00180 | LAKESHORE LEARNING MATERIALS | 69.54 | 12-MAR-97 | BOOKS - SUMMITVILLE |
| 016232 | 00172 | GTE NORTH INDIANA OPERATIONS | 125.25 | 12-MAR-97 | TELEPHONE - FRANKTON |

EXPENDITURES TO BE ALLOWED
 NORTH MADISON COUNTY PUBLIC LIBRARY
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1008
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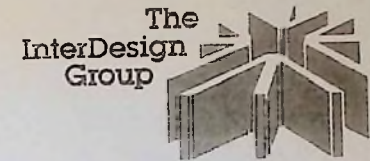
PAGE 2

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------|--------------|------------------------------|-----------------|------------|--------------------------------|
| 016233 | 00181 | LIBRARY CORPORATION, THE | 78.00 | 12-MAR-97 | AUTOMATION |
| 016234 | 00182 | LINDA YERPER | 34.00 | 12-MAR-97 | RELEASE |
| 016235 | 00183 | MCCORMACK PRINTING IMPRESSIO | 10.00 | 12-MAR-97 | STAMPS - ELWOOD |
| 016236 | 00184 | HIGHEST EXCHANGE | 556.70 | 12-MAR-97 | VIDEOS - ELWOOD, FRANKTON |
| 016237 | 00186 | QUILL CORPORATION | 2023.62 | 12-MAR-97 | EQUIPMENT, OFFICE SUPPLIES |
| 016239 | 00187 | RADIO SHACK | 9.46 | 12-MAR-97 | SUPPLIES |
| 016240 | 00188 | CONSUMER EDUCATION CENTER | 1.50 | 12-MAR-97 | BOOK - ELWOOD |
| 016241 | 00189 | REVCO D.S., INC. | 27.57 | 12-MAR-97 | SUPPLIES |
| 016242 | 00190 | UNITOG RENTAL SERVICES | 31.00 | 12-MAR-97 | CLEANING SUPPLIES |
| 016243 | 00191 | VIKING OFFICE PRODUCTS | 22.61 | 12-MAR-97 | 2 WALL CLOCKS |
| 016244 | 00192 | WORLD BOOK EDUCATIONAL | 444.00 | 12-MAR-97 | ENCYCLOP. - ELWOOD |
| 016245 | 00193 | WORLD ALMANAC EDUCATION | 26.71 | 12-MAR-97 | BOOKS - FRANKTON |
| 016246 | 00194 | UNIVERSITY BOOK SERVICE | 667.05 | 12-MAR-97 | BOOKS, ELWOOD CHILD., YA, FR |
| 016247 | 00195 | H.W.WILSON COMPANY | 28.98 | 12-MAR-97 | BOOK - ELWOOD |
| 016248 | 00196 | CENTRAL IND.COMPUTER CONSULT | 470.74 | 12-MAR-97 | SERVICE - DEC. & FEB., COMP. |
| 016249 | 00197 | AMERICAN ELECTRIC POWER | 1728.37 | 12-MAR-97 | ELEC. - ELWOOD, FRANKTON |
| 016250 | 00198 | BAKER & TAYLOR BOOKS | 1930.29 | 12-MAR-97 | BOOKS, ELWOOD, FRANKTON |
| 016251 | 00200 | CUSTOMER SERVICE | 25.55 | 12-MAR-97 | BOOK - FRANKTON |
| 016251 | 00199 | CONSUMER EDUCATION RESEARCH | 21.97 | 12-MAR-97 | BOOK - ELWOOD |
| 016252 | 00201 | INDIANA GAS COMPANY | 692.56 | 12-MAR-97 | GAS - ELWOOD |
| 016253 | 00202 | NAT'L DIRECTORY OF CHILD., Y | 90.00 | 12-MAR-97 | DIRECTORY OF SERVICES |
| 016254 | 00203 | NOWAK'S HALLMARK STORE | 18.87 | 12-MAR-97 | SUPPLIES |
| 016255 | 00204 | POLITICAL RESEARCH INC. | 547.00 | 12-MAR-97 | ENCYCL. - SUMMITVILLE |
| 016256 | 00205 | SOFTKEY INTERNATIONAL | 55.90 | 12-MAR-97 | MULTIMEDIA SET |
| 016258 | 00185 | HUNCKIE OFFICE SUPPLY | 990.00 | 12-MAR-97 | 2 IBM TYPEWRITERS |
| 016259 | 00173 | HORTON'S & SONS OF ELWOOD | 9.63 | 12-MAR-97 | CUSTODIAL SUPPLIES |
| 016260 | 00174 | INCOLSA | 50.00 | 12-MAR-97 | MEMBERSHIP FEE |
| 016261 | 00206 | KATHLEEN WITTKANPER | 235.75 | 12-MAR-97 | MILEAGE (JUNE '96 THRU NOV. '9 |
| PAYROLL | 00144 | PAYROLL DEDUCTIONS | -4541.25 | 05-MAR-97 | CHECKS 004301-004319 |
| PAYROLL | 00143 | PAYROLL | 10180.86 | 05-MAR-97 | CHECKS 004301-004319 |
| PAYROLL | 00150 | PAYROLL | 67.20 | 06-MAR-97 | CHECKS 004320-004320 |
| PAYROLL | 00151 | PAYROLL DEDUCTIONS | -20.99 | 06-MAR-97 | CHECKS 004320-004320 |
| VOID | 00161 | CENTRAL IND.COMPUTER CONSULT | 270.74 | 12-MAR-97 | SER / NISC 12/1/96-12/31 |
| --TOTAL-- | | | 28859.25 | | |
| PRIOR MONTH TOTALS | | | 22274.36 | | |
| CURRENT MONTH TOTALS | | | 28859.25 | | |
| GRAND TOTALS | | | 51133.61 | | |

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 2 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 51133.61. DATED 12-MAR-97.

Beverly Austin _____
Linda Anglen _____
Barbara Abernathy _____
Gundat Larus _____



Total Architectural Development

10 February 1997

North Madison County Public Library System Leasing Corporation
124 North 16th Street
Elwood, Indiana 46036-1598
Attention: Ms. Jan Helpling

INVOICE

North Madison County Public Library
IDG No. 950017

For Professional Services Rendered in Accordance
With Owner/Architect Agreement dated 31 March 1992

For Period 15 October 1996 to 10 February 1997

ADDITIONAL SERVICES

| | |
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| 7 January 1997 Request* | <u>3,780.58</u> |
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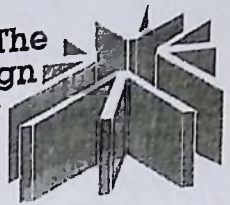
*Refer to letter and back-up data of 10 February 1997 correspondence.

TOTAL AMOUNT DUE THIS INVOICE \$ 11,759.35

The InterDesign Group, Inc.

Joel P. Blum
Joel P. Blum, AIA

The
InterDesign
Group



Total Architectural Development

FACSIMILE TRANSMITTAL

DATE: 10 February 1997
PROJECT: Elwood Public Library
IDG #950017

TO: Jan Helping
COMPANY: North Madison Co. Public Library
FAX #: 317-552-0955- 157

FROM: Joel Blum

#PAGES: 2 (Including Cover)

MAILED ORIGINALS: Yes No

10 February 1997



Total Architectural Development

North Madison County Public Library System Leasing Corporation
124 North 16th Street
Elwood, Indiana 46036-1598
Attention: Ms. Jan Helping

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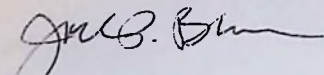
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Your consideration of this request for Additional Services rendered is greatly appreciated.

*Refer to letter and back-up data of 10 February 1997 correspondence.

TOTAL AMOUNT DUE THIS INVOICE \$ 11,759.35

The InterDesign Group, Inc.


Joel P. Blum, AIA

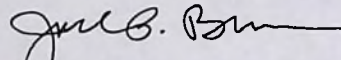
The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46204
317/263-9655
Fax 317/263-9644

Board of Trustees and
 North Madison County Public Library System
 Leasing Corporation
 10 February 1997
 Page Two

To date, you have paid the fee invoiced for \$8,348.37. I am requesting your consideration to pay in full or in partial the \$11,759.35. My request is from the standpoint of our continued service to you since 1991 and I trust your satisfaction with our efforts to provide the services we promised, the follow-up needed and the efforts beyond contract in order to serve you and complete a meaningful project for you and the community.

If desired, I can answer any questions you may have and be in attendance at your next meeting scheduled for March 12, 1997. Thank you for your consideration of my request and hopefully payment for services.

Sincerely,
 The InterDesign Group, Inc.


 Joel P. Blum

/mp
 Attachments

Last time update date 1-31-97 Full detail Project totals include all phases

| Project | Name | Date | Hours | Rate | Adjusted | | |
|---------------------|---------------------------------------|-------------------------|------------------|----------------|-----------|------------------------|------------|
| | | Date | Units/Cost | Mult | Amount | Hours | Amount |
| Project: | 950017 Elwood Public Library | | | | | | |
| Client: | 2330 North Madison Cty Public Library | | Percent of const | Active | JPB/JPB | RPC: 100.0% | |
| | Construction cost | 0 | Percent | .000 | | Last invoiced: 1-07-97 | |
| or | | | | | | | |
| 5101 | Project Administration - R.T. | JJH Jorja J. Carmichael | 12-31-96 | 2.00 | 43.875 | 87.75 | |
| | | | 1-15-97 | 1.00 | 43.875 | 43.88 | |
| | | | Sub-total: | 3.00 | | 131.63 | 3.00 .00 |
| 5119 | Construction Admin. - Reg.Time | AGC Alan G. Cox | 1-15-97 | 5.00 | 56.388 | 281.94 | |
| | | AJP Arlen J. Packard | 12-31-96 | 14.00 | 106.496 | 1,490.94 | |
| | | | 1-15-97 | 3.00 | 106.496 | 319.49 | |
| | | | 1-31-97 | 2.00 | 106.496 | 212.99 | |
| | | GLK Gary L. Kawalek | 12-31-96 | 4.00 | 57.499 | 230.00 | |
| | | JJH Jorja J. Carmichael | 1-15-97 | 1.00 | 43.875 | 43.88 | |
| | | | Sub-total: | 29.00 | | 2,579.24 | 29.00 .00 |
| 5121 | Shop Drawings - Reg.Time | JJH Jorja J. Carmichael | 1-31-97 | 1.00 | 43.875 | 43.88 | |
| | | | Sub-total: | 1.00 | | 43.88 | 1.00 .00 |
| 5123 | Project Travel - Reg.Time | AJP Arlen J. Packard | 12-31-96 | 2.00 | 106.496 | 212.99 | |
| | | | Sub-total: | 2.00 | | 212.99 | 2.00 .00 |
| Reimbursables | | | | | | | |
| 5307 | Mileage - Co. Auto | JPB Joel P. Blum | 1-15-97 | 94.00 | .28 | 26.32 | |
| | | | Sub-total: | | | 26.32 | 26.32 |
| 5309 | Mileage | GLK Gary L. Kawalek | 1-15-97 | 120.00 | .28 | 33.60 | |
| | | | Sub-total: | | | 33.60 | 33.60 |
| Postage and Freight | | | | | | | |
| | 1140 United Parcel Service | Inv: 121496.00 | 12-31-96 | 15.54 | 1.00 | 15.54 | |
| | | IDG InterDesign Group | 12-31-96 | 3.71 | 1.00 | 3.71 | |
| | | | Sub-total: | | | 19.25 | 19.25 |
| 5330 | Telephone | | | | | | |
| | 1232 Telco Communications Group | Inv: 10197.00 | 1-31-97 | 1.60 | 1.00 | 1.60 | |
| | | | Sub-total: | | | 1.60 | 1.60 |
| 5340 | Photocopies | IDG InterDesign Group | 12-31-96 | 7.00 | .15 | 1.05 | |
| | | | Sub-total: | | | 1.05 | 1.05 |
| 5350 | Fassimile Machine | IDG InterDesign Group | 12-31-96 | 22.00 | .25 | 5.50 | |
| | | | Sub-total: | | | 5.50 | 5.50 |
| Phase Totals | | | | | | | |
| Report Totals | | | | | | | |
| | | | | Hours | Amount | Hours | Amount |
| | | | | Labor: | 35.00 | 2,967.74 | 35.00 .00 |
| | | | | Reimbursables: | .00 | 87.32 | 87.3 |
| | | | | Consultants: | .00 | .00 | .00 |
| | | | | Total: | 35.00 | 3,055.06 | 35.00 87.3 |
| WIP Aging | | | | | | | |
| | Current | 31-60 days | 61-90 days | 91-120 days | 121+ days | Total | |
| | 1,007.58 | 2,047.48 | .00 | .00 | .00 | 3,055.06 | |

ject: 950017 Elwood Public Library
 Phase: Hours Rate Adjusted

Client: 2330 North Madison Cty Public Library
 Construction cost 0 Percent .000
 Percent of const Active JPB/JPB RPC: 100.0%
 Last invoiced: 1-07-97

| Date | Units/Cost | Mult | Amount | Hours | Amount |
|------------|------------|-------|----------|-------|----------|
| 12-31-96 | 2.00 | | 43.875 | | 87.75 |
| 1-15-97 | 1.00 | | 43.875 | | 43.88 |
| Sub-total: | | 3.00 | 131.63 | 3.00 | .00 |
| 1-15-97 | 5.00 | | 56.388 | | 281.94 |
| 12-31-96 | 14.00 | | 106.496 | | 1,490.94 |
| 1-15-97 | 3.00 | | 106.496 | | 319.49 |
| 1-31-97 | 2.00 | | 106.496 | | 212.99 |
| 12-31-96 | 4.00 | | 57.499 | | 230.00 |
| 1-15-97 | 1.00 | | 43.875 | | 43.88 |
| Sub-total: | | 29.00 | 2,579.24 | 29.00 | .00 |
| 1-31-97 | 1.00 | | 43.875 | | 43.88 |
| Sub-total: | | 1.00 | 43.88 | 1.00 | .00 |
| 12-31-96 | 2.00 | | 106.496 | | 212.99 |
| Sub-total: | | 2.00 | 212.99 | 2.00 | .00 |
| 1-15-97 | 94.00 | | .28 | | 26.32 |
| Sub-total: | | | 26.32 | | 26.32 |
| 1-15-97 | 120.00 | | .28 | | 33.60 |
| Sub-total: | | | 33.60 | | 33.60 |
| 12-31-96 | 15.54 | 1.00 | 15.54 | | 15.54 |
| 12-31-96 | 3.71 | 1.00 | 3.71 | | 3.71 |
| Sub-total: | | | 19.25 | | 19.25 |
| 1-31-97 | 1.60 | 1.00 | 1.60 | | 1.60 |
| Sub-total: | | | 1.60 | | 1.60 |
| 12-31-96 | 7.00 | .15 | 1.05 | | 1.05 |
| Sub-total: | | | 1.05 | | 1.05 |
| 12-31-96 | 22.00 | .25 | 5.50 | | 5.50 |
| Sub-total: | | | 5.50 | | 5.50 |

Phase Totals

| | Hours | Amount | Hours | Amount |
|----------------|-------|----------|-------|--------|
| Labor: | 35.00 | 2,967.74 | 35.00 | .00 |
| Reimbursables: | .00 | 87.32 | | 87.32 |
| Consultants: | .00 | .00 | | .00 |
| Total: | 35.00 | 3,055.06 | 35.00 | 87.32 |

| WIP Aging | Current | 31-60 days | 61-90 days | 91-120 days | 121+ days | Total |
|-----------|----------|------------|------------|-------------|-----------|----------|
| | 1,057.58 | 2,047.48 | .00 | .00 | .00 | 3,055.06 |

ject: 950017 Elwood Public Library
 Phase: Hours Rate Adjusted

Client: 2330 North Madison Cty Public Library
 Construction cost 0 Percent .000
 Percent of const Active JPB/JPB RPC: 100.0%
 Last invoiced: 1-07-97

| Date | Units/Cost | Mult | Amount | Hours | Amount |
|------------|------------|-------|----------|-------|----------|
| 12-31-96 | 2.00 | | 43.875 | | 87.75 |
| 1-15-97 | 1.00 | | 43.875 | | 43.88 |
| Sub-total: | | 3.00 | 131.63 | 3.00 | .00 |
| 1-15-97 | 5.00 | | 56.388 | | 281.94 |
| 12-31-96 | 14.00 | | 106.496 | | 1,490.94 |
| 1-15-97 | 3.00 | | 106.496 | | 319.49 |
| 1-31-97 | 2.00 | | 106.496 | | 212.99 |
| 12-31-96 | 4.00 | | 57.499 | | 230.00 |
| 1-15-97 | 1.00 | | 43.875 | | 43.88 |
| Sub-total: | | 29.00 | 2,579.24 | 29.00 | .00 |
| 1-31-97 | 1.00 | | 43.875 | | 43.88 |
| Sub-total: | | 1.00 | 43.88 | 1.00 | .00 |
| 12-31-96 | 2.00 | | 106.496 | | 212.99 |
| Sub-total: | | 2.00 | 212.99 | 2.00 | .00 |
| 1-15-97 | 94.00 | | .28 | | 26.32 |
| Sub-total: | | | 26.32 | | 26.32 |
| 1-15-97 | 120.00 | | .28 | | 33.60 |
| Sub-total: | | | 33.60 | | 33.60 |
| 12-31-96 | 15.54 | 1.00 | 15.54 | | 15.54 |
| 12-31-96 | 3.71 | 1.00 | 3.71 | | 3.71 |
| Sub-total: | | | 19.25 | | 19.25 |
| 1-31-97 | 1.60 | 1.00 | 1.60 | | 1.60 |
| Sub-total: | | | 1.60 | | 1.60 |
| 12-31-96 | 7.00 | .15 | 1.05 | | 1.05 |
| Sub-total: | | | 1.05 | | 1.05 |
| 12-31-96 | 22.00 | .25 | 5.50 | | 5.50 |
| Sub-total: | | | 5.50 | | 5.50 |

Phase Totals

| | Hours | Amount | Hours | Amount |
|----------------|-------|----------|-------|--------|
| Labor: | 35.00 | 2,967.74 | 35.00 | .00 |
| Reimbursables: | .00 | 87.32 | | 87.32 |
| Consultants: | .00 | .00 | | .00 |
| Total: | 35.00 | 3,055.06 | 35.00 | 87.32 |

| WIP Aging | Current | 31-60 days | 61-90 days | 91-120 days | 121+ days | Total |
|-----------|----------|------------|------------|-------------|-----------|----------|
| | 1,007.58 | 2,047.48 | .00 | .00 | .00 | 3,055.06 |

| Project: | 950017 Elwood Public Library | Hours | Rate | Adjusted | | |
|---|------------------------------|----------|---------------|-------------------------|--------|---------------------|
| Date | Units/Cost | Mult | Amount | Hours | Amount | |
| Client: 2330 North Madison Cty Public Library | | | | | | |
| Construction cost | | 0 | Percent .000 | Percent of const | Active | JPB/JPB RPC: 100.0% |
| | | | | Last invoiced: 12-03-96 | | |
| Labor | | | | | | |
| 5101 Project Administration - R.T. | JJH Jorja J. Carmichael | 11-30-96 | 3.00 43.875 | 131.63 | | |
| | | 11-30-96 | 2.00 43.875 | 87.75 | | |
| | | 12-15-96 | 2.00 43.875 | 87.75 | | |
| | | 12-31-96 | 2.00 43.875 | 87.75 | | |
| | JPB Joel P. Blum | 11-30-96 | 1.50 158.63 | 237.95 | | |
| | MJP Mary Jane Prater | 12-15-96 | 1.00 43.55 | 43.55 | | |
| | Sub-total: | | 11.50 | 676.38 | 11.50 | .00 |
| 5105 HVAC Engineering/Document-R.T. | PLS Paul L. Smith | 12-15-96 | 8.00 67.691 | 541.53 | | |
| | Sub-total: | | 8.00 | 541.53 | 8.00 | .00 |
| 5119 Construction Admin. - Reg.Time | AGC Alan G. Cox | 11-30-96 | 20.00 56.388 | 1,127.76 | | |
| | | 12-15-96 | 7.00 56.388 | 394.72 | | |
| | AJP Arlen J. Packard | 12-15-96 | .50 106.496 | 53.25 | | |
| | | 12-31-96 | 14.00 106.496 | 1,490.94 | | |
| | GLK Gary L. Kawalek | 11-30-96 | 24.00 57.499 | 1,379.98 | | |
| | | 12-31-96 | 4.00 57.499 | 230.00 | | |
| | JJH Jorja J. Carmichael | 11-30-96 | 1.00 43.875 | 43.88 | | |
| | | 12-15-96 | 2.00 43.875 | 87.75 | | |
| | Sub-total: | | 72.50 | 4,808.28 | 72.50 | .00 |
| 5123 Project Travel - Reg.Time | AGC Alan G. Cox | 11-30-96 | 4.00 56.388 | 225.55 | | |
| | | 12-15-96 | 2.00 56.388 | 112.78 | | |
| | AJP Arlen J. Packard | 12-31-96 | 2.00 106.496 | 212.99 | | |
| | PLS Paul L. Smith | 12-15-96 | 3.00 67.691 | 203.07 | | |
| | Sub-total: | | 11.00 | 754.39 | 11.00 | .00 |
| Reimbursables | | | | | | |
| 5305 Meals | PLS Paul L. Smith | 12-15-96 | 7.30 1.00 | 7.30 | | |
| | Sub-total: | | | 7.30 | | 7.30 |
| 5307 Mileage - Co. Auto | JPB Joel P. Blum | 12-15-96 | 94.00 .28 | 26.32 | | |
| | Sub-total: | | | 26.32 | | 26.32 |
| 5309 Mileage | AGC Alan G. Cox | 11-30-96 | 225.00 .28 | 63.00 | | |
| | AGC Alan G. Cox | 12-15-96 | 90.00 .28 | 25.20 | | |
| | GLK Gary L. Kawalek | 11-30-96 | 92.00 .28 | 25.76 | | |
| | PLS Paul L. Smith | 12-15-96 | 118.00 .28 | 33.04 | | |
| | Sub-total: | | | 147.00 | | 147.00 |
| 5312 Blue Prints/Sepia Paper 30x42 | IDG InterDesign Group | 11-30-96 | 12.00 1.75 | 21.00 | | |
| | Sub-total: | | | 21.00 | | 21.00 |
| 5320 Postage and Freight | | | | | | |
| 1140 United Parcel Service | Inv: 110996.00 | 11-30-96 | 5.04 1.00 | 5.04 | | |
| 1140 United Parcel Service | Inv: 121496.00 | 12-31-96 | 15.54 1.00 | 15.54 | | |
| | IDG InterDesign Group | 11-30-96 | 10.47 1.00 | 10.47 | | |
| | IDG InterDesign Group | 12-31-96 | 3.71 1.00 | 3.71 | | |
| | Sub-total: | | | 34.76 | | 34.76 |
| Telephone | | | | | | |
| 1232 Telco Communications Group | Inv: 110196.00 | 11-30-96 | 5.85 1.00 | 5.85 | | |

| Project: | 950017 Elwood Public Library | Hours | Rate | Adjusted | | |
|---|------------------------------|----------|--------------|-------------------------|--------|---------------------|
| Date | Units/Cost | Mult | Amount | Hours | Amount | |
| Client: 2330 North Madison Cty Public Library | | | | | | |
| Construction cost | | 0 | Percent .000 | Percent of const | Active | JPB/JPB RPC: 100.0% |
| | | | | Last invoiced: 10-10-96 | | |
| Labor | | | | | | |
| 5101 Project Administration - R.T. | JJH Jorja J. Carmichael | 10-15-96 | 3.00 43.875 | 131.63 | | |
| | | 10-31-96 | 3.00 43.875 | 131.63 | | |
| | | 11-15-96 | 3.00 43.875 | 131.63 | | |
| | | 10-15-96 | 2.00 158.63 | 317.26 | | |
| | JPB Joel P. Blum | 10-15-96 | 2.50 158.63 | 396.58 | | |
| | | 10-31-96 | 2.50 158.63 | 396.58 | | |
| | | 11-15-96 | 2.00 158.63 | 317.26 | | |
| | | 10-15-96 | .50 37.375 | 18.69 | | |
| | LSK Linda S. Kleingartner | 10-15-96 | .50 37.375 | 18.69 | | |
| | Sub-total: | | 16.00 | 1,444.68 | 16.00 | .00 |
| 5103 Architectural Design/Docum-R.T | CSM Christopher McComas | 10-31-96 | 1.00 55.123 | 55.12 | | |
| | Sub-total: | | 1.00 | 55.12 | 1.00 | .00 |
| 5119 Construction Admin. - Reg.Time | AGC Alan G. Cox | 10-15-96 | 18.00 56.388 | 1,014.98 | | |
| | | 10-31-96 | 30.50 56.388 | 1,719.83 | | |
| | | 11-15-96 | 23.00 56.388 | 1,296.92 | | |
| | AJP Arlen J. Packard | 10-31-96 | 5.00 106.496 | 532.48 | | |
| | CSM Christopher McComas | 10-15-96 | 12.00 55.123 | 661.48 | | |
| | | 10-31-96 | 2.00 55.123 | 110.25 | | |
| | DLK Darrel L. Kruger | 10-15-96 | 1.50 93.75 | 140.63 | | |
| | GLK Gary L. Kawalek | 10-15-96 | 4.00 57.499 | 230.00 | | |
| | | 10-31-96 | 21.00 57.499 | 1,207.48 | | |
| | | 11-15-96 | 33.00 57.499 | 1,897.47 | | |
| | JJH Jorja J. Carmichael | 10-15-96 | 1.00 43.875 | 43.88 | | |
| | | 10-31-96 | 1.00 43.875 | 43.88 | | |
| | KAW Kimberly A. Palmer | 10-15-96 | 2.00 65.65 | 131.30 | | |
| | TRL Timothy R. Luley | 10-15-96 | 7.00 66.788 | 467.52 | | |
| | Sub-total: | | 161.00 | 9,498.10 | 161.00 | .00 |
| 5121 Shop Drawings - Reg.Time | AGC Alan G. Cox | 10-15-96 | 1.00 56.388 | 56.39 | | |
| | | 10-31-96 | .50 56.388 | 28.19 | | |
| | JJH Jorja J. Carmichael | 10-15-96 | 3.00 43.875 | 131.63 | | |
| | | 10-31-96 | 1.00 43.875 | 43.88 | | |
| | LSK Linda S. Kleingartner | 10-31-96 | .50 37.375 | 18.69 | | |
| | Sub-total: | | 6.00 | 278.78 | 6.00 | .00 |
| 5123 Project Travel - Reg.Time | AGC Alan G. Cox | 10-15-96 | 4.00 56.388 | 225.55 | | |
| | | 10-31-96 | 7.00 56.388 | 394.72 | | |
| | | 11-15-96 | 4.00 56.388 | 225.55 | | |
| | AJP Arlen J. Packard | 10-31-96 | 2.00 106.496 | 212.99 | | |
| | CSM Christopher McComas | 10-15-96 | 2.00 55.123 | 110.25 | | |
| | DLK Darrel L. Kruger | 10-15-96 | 1.50 93.75 | 140.63 | | |
| | JPB Joel P. Blum | 10-15-96 | 3.00 158.63 | 475.89 | | |
| | KAW Kimberly A. Palmer | 10-15-96 | 2.00 65.65 | 131.30 | | |
| | TRL Timothy R. Luley | 10-15-96 | 2.00 66.788 | 133.58 | | |
| | Sub-total: | | 27.50 | 2,050.46 | 27.50 | .00 |
| Reimbursables | | | | | | |
| 5305 Meals | JPB Joel P. Blum | 10-15-96 | 8.46 1.00 | 8.46 | | |
| | Sub-total: | | | 8.46 | | 8.46 |
| Mileage - Co. Auto | AJP Arlen J. Packard | 10-31-96 | 96.00 .28 | 26.88 | | |
| | JPB Joel P. Blum | 10-15-96 | 94.00 .28 | 26.32 | | |

Project: 950017 Elwood Public Library
 Phase:

| | Date | Units/Cost | Rate | Amount | Adjusted | |
|---------------------------------|----------|------------|------|--------|----------|----------|
| | | | | | Hours | Amount |
| Sub-total: | | | | 53.20 | | 53.20 ✓ |
| 5309 Mileage | | | | | | |
| AGC Alan G. Cox | 10-31-96 | 405.00 | .28 | 113.40 | | |
| KAW Kimberly A. Palmer | 10-15-96 | 98.00 | .28 | 27.44 | | |
| Sub-total: | | | | 140.84 | | 140.84 ✓ |
| 5320 Postage and Freight | | | | | | |
| 1140 United Parcel Service | | | | | | |
| Inv: 101296.00 | 10-31-96 | 36.49 | 1.00 | 36.49 | | |
| IDG InterDesign Group | 10-31-96 | 12.33 | 1.00 | 12.33 | | |
| Sub-total: | | | | 48.82 | | 48.82 ✓ |
| 5330 Telephone | | | | | | |
| 1232 Telco Communications Group | | | | | | |
| Inv: 100196.00 | 10-31-96 | 4.35 | 1.00 | 4.35 | | |
| Sub-total: | | | | 4.35 | | 4.35 ✓ |
| 5340 Photocopies | | | | | | |
| IDG InterDesign Group | 10-31-96 | 668.00 | .15 | 100.20 | | |
| Sub-total: | | | | 100.20 | | 100.20 ✓ |
| 5350 Fassimile Machine | | | | | | |
| IDG InterDesign Group | 10-31-96 | 22.00 | .25 | 5.50 | | |
| Sub-total: | | | | 5.50 | | 5.50 ✓ |

| ----- Adjusted ----- | | |
|----------------------|--------|--------|
| Amount | Hours | Amount |
| 13,327.14 | 211.50 | .00 |
| 361.37 | | 361.37 |
| .00 | | .00 |
| 13,688.51 | 211.50 | 361.37 |
| Total | | |
| 13,688.51 | | |
| ----- | | |
| 13,327.14 | 211.50 | .00 |
| 361.37 | | 361.37 |
| .00 | | .00 |
| 13,688.51 | 211.50 | 361.37 |
| Total | | |
| 13,688.51 | | |
| ----- | | |

MICHAEL E. FARRER
 JAMES W. WILSON

BINGHAM, FARRER & WILSON
 A PROFESSIONAL CORPORATION
 ATTORNEYS AT LAW
 P.O. Box 494
 ELWOOD, INDIANA 46036
 (317) 552-9878

DAN M. BINGHAM
 1950-1981

February 25, 1997

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

RE: City of Elwood Deed

Dear Jan:

At the request of the Board, I have obtained a copy of the City of Elwood's deed for the old library building. I am enclosing a copy of that deed for your file. If you need any additional information please do not hesitate to contact me. You will note that this is a 1902 Deed.

Sincerely,

BINGHAM, FARRER & WILSON, P.C.

BY: James W. Wilson
 JAMES W. WILSON

JWW/sb
 Enclosure

Warranty Deed.

DR 155 page 481

This Indenture Witnesseth, That William H. Smith Jr., and Anna L. Smith, his wife, Thomas M. Smith and Nannie B. Smith, his wife, Samuel M. Smith and Mary P. Smith his wife, Newton Smith and May B. Smith his wife, Sarah Bell, an unmarried woman, Fanny Taylor and Henry H. Taylor her husband, May Todd and LeRoy Todd her husband, being the sole and only heirs at law of William H. Smith, deceased

Convey and Warrant to the city of Elwood, a municipal corporation of Madison County, in the State of Indiana, for the sum of Three Thousand Dollars the following real estate in Madison County, in the State of Indiana, to-wit:

Lot number seven (7) in Block Number one (1) in the original town Plat of Quincy, now City of Elwood.

In Witness Whereof, The said William H. Smith Jr., and Anna L. Smith, his wife, Thomas M. Smith his wife; Samuel M. Smith and Mary P. Smith his wife; Newton Smith and May B. Smith his wife; Sarah Bell an unmarried woman; Fanny Taylor and Henry H. Taylor her husband May Todd and LeRoy Todd her husband have hereunto set their hands and seals this 24th day of April A. D. 1902.

| | |
|------------------|----------------------|
| Sarah Bell. | William H. Smith Jr. |
| Thomas M. Smith. | Anna L. Smith. |
| Nannie B. Smith. | Fanny Taylor. |
| Samuel M. Smith. | May Todd. |
| Mary P. Smith. | LeRoy Todd. |
| | Newton Smith. |
| | May B. Smith. |

State of Indiana, Madison County, SS: Before me, the undersigned a Notary Public in and for said county and state, this 17th day of April 1902, personally appeared William H. Smith Jr; Anna L. Smith his wife; Fanny Taylor, Henry H. Taylor her husband, May Todd, LeRoy Todd her husband and Sarah Bell and acknowledged the execution of the annexed deed.

Witness my hand and Notarial Seal.

Ed R. Call Notary Public

William H. Smith Jr. Anna L. Smith. Fanny Taylor. May Todd. LeRoy Todd. Newton Smith. May B. Smith.

| | |
|------------------|----------------------|
| Sarah Bell. | William H. Smith Jr. |
| Thomas M. Smith. | Anna L. Smith. |
| Nannie B. Smith. | Fanny Taylor. |
| Samuel M. Smith. | May Todd. |
| Mary P. Smith. | LeRoy Todd. |
| | Newton Smith. |
| | May B. Smith. |

State of Indiana, Madison County, SS: Before me, the undersigned a Notary Public in and for said county and state, this 17th day of April 1902, personally appeared William H. Smith Jr; Anna L. Smith his wife; Fanny Taylor, Henry H. Taylor her husband, May Todd, LeRoy Todd her husband and Sarah Bell and acknowledged the execution of the annexed deed.

Witness my hand and Notarial Seal. (S E A L) Ed R. Call Notary Public. My commission expires May 17, 1904.

State of Indiana, Grant County, SS: Before me, W. L. Reddiok a Notary Public in and for said county and state, this 21 day of April 1902, personally appeared Thomas M. Smith and Nannie B. Smith his wife and acknowledged the execution of the annexed deed. Witness my hand and Notarial Seal.

(S E A L) W. L. Reddiok Notary Public. Commission expires Jan. 2, 1906.

State of Indiana, Ripley County, SS: Before me, Wells Johnson a Notary Public in and for said county and state, this 22nd day of April 1902, personally appeared Samuel M. Smith and Mary P. Smith his wife and acknowledged the execution of the annexed deed.

hand and Notarial Seal.

(S E A L)

Wells Johnson Notary Public.

My commission will expire Nov. 24th, 1904.

State of Colorado, Pueblo County, SS: Before me, John J. Langdon a Notary Public in and for said County and State, this 24th day of April 1902, personally appeared Newton Smith and May B. Smith, his Wife and acknowledged the execution of the annexed deed. Witness

my hand and Notarial Seal.

(S E A L)

John J. Langdon Notary Public.

My commission expires Aug. 24, 1903.

Received and Recorded May 26, 1902 at 10 o'clock A.M.

A. P. D. M.

R. M. C.



JUST A REMINDER—

WE WILL BE MEETING IN COMMITTEE TO WORK ON A WAGE SCALE THIS COMING WEDNESDAY, MARCH 5, AT 4 P.M. ADDITIONAL MATERIALS ENCLOSED FOR YOUR CONSIDERATION, THOUGH NO ACTION IS REQUIRED.

--KATHI W.

New Wage Scale Proposal

| Position | Starting Hourly Wage | Jan. 1, 97 | Sep. 1, 97 |
|------------------|---|------------|------------|
| Temp PT/Page | Federal Minimum | \$4.75 | \$5.15 |
| Custodian | Hire initially as Temp PT at Fed Min . . . at 90 days + \$.50 | \$5.25 | \$5.65 |
| Clerk | Hire initially as Temp PT at Fed Min . . . at 90 days + \$1.00 | \$5.75 | \$6.15 |
| Ast Coordinator | Fed Minimum + \$1.50 | \$6.25 | \$6.65 |
| Dpt Cord/Br Mgr | Fed Minimum + \$2.00 | \$6.75 | \$7.15 |
| Special Services | Fed Minimum + \$2.50 | \$7.25 | \$7.65 |

Administrative Assistant & Director are salaried as determined by the Board of Trustees.

Advantages:

- Simple & self-perpetuating – minimum wage is mandated, no need for future revisions of the wage scale.
- Objective – employees are paid for the position held regardless of part-time or full-time status.
- Equitable – the \$.50 increment between positions remains constant; no need for setting pay on a case-by-case basis. (If someone is promoted to a position where starting wage is less than their current pay, they would be given the standard \$.50 increase.)
- Budget-control – No need to calculate increases other than any cost-of-living given to all employees at beginning of the fiscal year. Easy to calculate impact of any adjustments in staffing.

BRICK PROJECT ACCOUNT - 364.7 GIFT FUND

| Date | Receipt | Disbursement | Explanation |
|--------------|--------------------|-------------------|--------------------|
| 7-12-96 | \$1,056.00 | | |
| 7-19-96 | \$321.00 | | |
| 7-26-96 | \$421.00 | | |
| 07-96 | | \$212.50 | |
| 8-7-96 | \$412.00 | | |
| 8-7-96 | \$462.00 | | |
| 8-13-96 | \$1,648.00 | | |
| 8-16-96 | \$977.00 | | |
| 8-20-96 | \$1,189.00 | | |
| 8-23-96 | \$1,245.00 | | |
| 8-27-96 | \$1,448.00 | | |
| 8-28-96 | \$730.00 | | |
| 8-30-96 | \$3,231.00 | | |
| 9-5-96 | \$3,917.00 | | |
| 9-11-96 | \$209.00 | | |
| 9-18-96 | \$665.00 | | |
| 9-20-96 | \$156.00 | | |
| 10-14-96 | | \$3,130.00 | Chance Bros |
| 12-96 | \$406.00 | | |
| Total | \$19,043.00 | \$3,342.50 | \$15,700.50 |

Chance Bros. Bal = 2697.50

*Milkyard - Clean 2375.
 Jotis Adams Frame 1500.
 Home of the Singing Clean 2150
 Weiss - Steele Frame 1800.
 One Day In Spring Clean 1105.
 Festa Loop
 Woodland Pool Clean 1340.
 Syden 10270*

*There would be \$2733.+
 left because the art
 figures are figured high.*

INVOICE



Static Pro, Inc.
 10 S. Franklin Rd., Suite C
 Indianapolis, IN 46219
 (317) 359-5300

To: North Madison County Public Library System Job Site: same
 124 N. 16th Street
 Elwood, IN 46036

Attn: Kathi Wittkamper
 317/552-5001
 Fax: 317/552-0955

| Quotation # | Invoice # | Terms | Purchase Order # | Job Date | Color(s) | Salesperson | Date |
|-------------|--|-------------|------------------|-----------|---------------|-------------|----------|
| 3453 | 5130 R | Net 15 Days | | 1/9, 2/17 | Green Value 5 | M. Hanenfey | 2/18/97 |
| Quantity | Description | | | | | Price | Amount |
| | Electrostatic painting of the following: | | | | | | |
| 4 | Shelving Units - double sided | | | | | | \$936.00 |
| | Total Painting: | | | | | | \$ 14.04 |
| | Waste disposal fee: | | | | | | \$950.04 |
| | TOTAL AMOUNT DUE THIS INVOICE: | | | | | | |

THANK YOU!

Terms and Conditions on Reverse Side

By *Mike Hanenfey*



Gaylord Bros.
Box 4901
Syracuse, NY
13221-4901
1-315-457-5070
1-315-457-8387 Fax

The Trusted Source

INVOICE

Mail Payment to:
GAYLORD BROS.
General Post Office
PO Box 29755
New York NY 10087-9755

FED ID # 13-3380486

SHIP TO (IF OTHER THAN "SOLD TO"):

| |
|------------------|
| YOUR ACCOUNT NO. |
| A00119370 |

NORTH MADISON CO PUB LIBR
1600 MAIN ST
ELWOOD IN 46036-1598

PLEASE REFER TO OUR INVOICE NUMBER
IN ALL COMMUNICATIONS REGARDING THIS INVOICE

| | |
|-------------------------------------|----------|
| 605 | 02/07/97 |
| YOUR PURCHASE ORDER NUMBER AND DATE | |

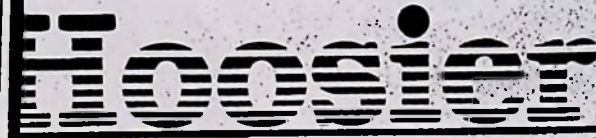
| OUR INVOICE NUMBER | INVOICE DATE | SHIPPED VIA | DATE SHIPPED | TERMS - NET 30 DAYS |
|--------------------|--------------|-------------|--------------|---------------------|
| 0C67017000 | 02/10/97 | UPS | 02/10/97 | |
| | | | | DUE DATE 03/12/97 |

| ORDERED | SHIPPED | CATALOG NUMBER | DESCRIPTION | UNIT PRICE | EXTENDED AMOUNT |
|------------------------|---------|----------------|-------------|------------|-----------------|
| | | T/O BH JAN | 175525001 | | |
| REMITTANCE COPY | | | | | |
| | | SALES TAX | SHIPPING | TOTAL DUE | |
| | | 0.00 | 0.00 | 1,155.00 | |

INVOICE REFLECTS CURRENT PRICING.
AN EQUAL OPPORTUNITY EMPLOYER
THIS REMITTANCE COPY MUST ACCOMPANY PAYMENT

LAST OF 2 PAGES

REMITTANCE



PROPOSAL

Filing & Storage Systems Co., Inc.

4761 Industrial Parkway • Indianapolis, IN 4622
Phone: (317) 895-0670 • WATS: (800) 862-5036
FAX: (317) 895-0672

NORTH MADISON COUNTY PUBLIC LIBRARY
124 North 16th Street
Elwood, IN 46036

Date: October 30, 1996
Proposal No: ELWOODLIB.DOC
Terms: Net 30
F.O.B.: Factory-Freight/Install. Included
Delivery: 3-4 Weeks A.R.O.

WE PROPOSE THE FOLLOWING:

STATE-OF-THE-ART PERIODICAL STORAGE SYSTEM

To provide your library with the periodical filing efficiencies that you desire, we are recommending the incorporation of the Oblique Suspended filing system. New system will provide 35 shelves of suspended compartments (one wall in periodical room). Total current periodical capacity is approximately 800" (750" for periodicals and 50" for newspapers). New system will provide over 1,200 linear filing inches (50% growth) for this collection.

Oblique Suspended Periodical System **\$3,896.10**

Note: Above investment is guaranteed for your acceptance through December 15, 1996 and includes all costs associated with a complete and successful installation. Thank you!

| | | | | | |
|-------------------|----------------|------|----------------|--------------|-----|
| Post-It* Fax Note | 7671 | Date | 12-12-96 | # of pages | one |
| To | Troy M. | From | Kathi W. | | |
| Company | Hoosier Filing | | Elwood Library | | |
| Phone # | | | Phone # | | |
| Fax # | 317/895-0672 | | Fax # | 317/552-0955 | |

All contracts or any orders on Seller's proposals shall not be effective or binding upon the Seller until accepted at its Main Office in Indianapolis, Indiana. In the event that Purchaser does not accept delivery of this equipment ordered hereunder, within 6 months of the date of this order, Seller shall have the right to cancel such order at his option. If the Seller, due to local conditions or local ordinances, is required to use its installers in a supervisory capacity only and local labor is required, the cost of such labor is to be added to the contract price.

PROPOSAL SUBMITTED FOR HOOSIER FILING & STORAGE SYSTEMS CO., INC.

Troy W. Menchhofer
REPRESENTATIVE'S SIGNATURE

ACCEPTANCE BY PURCHASER:

Kathleen A. Wittkemper
NAME AND TITLE (Please Print)
12-12-96 Kathleen A. Wittkemper
DATE AUTHORIZED SIGNATURE

ACCEPTANCE BY HOOSIER FILING & STORAGE SYSTEMS CO., INC.

The quotations and terms above are subject to the conditions stated above and on the reverse side of this sheet. All of which are hereby referred to and made a part thereof.

"Designers of Media, Material, and Space Management Systems"

Hoosier

Filing & Storage Systems Co., Inc.
4761 Industrial Parkway Indianapolis, Indiana 46226

(317) 895-0670

INVOICE

PAGE 1

INVOICE NO. INVOICE DATE
00004798 02/11/97

SOLD TO: NORTH MADISON COUNTY LIBRARY
ATTENTION: ACCOUNTS PAYABLE
124 NORTH 16TH STREET
ELWOOD, IN 46036

SHIP TO: NORTH MADISON COUNTY LIBRARY
124 NORTH 16TH STREET
ELWOOD, IN 46036

| PURCHASE ORDER NUMBER | DATE ORDERED | DATE SHIPPED | SHIP VIA | F.O.B. |
|-----------------------|--------------|--------------|-------------------|-------------|
| > NORTH WILKINSON | 12/15/96 | 01/30/97 | GREENWOOD FREIGHT | DESTINATION |

| SALESPERSON | TERMS | PAYMENT DUE | NOTES |
|-------------|--------|-------------|----------------------------|
| HHH | NET 20 | 03/03/97 | 13th March 97 120-60087 |

| ITEM | ORDERED | SHIPPED | DESCRIPTION | PRICE | AMOUNT |
|------|---------|---------|---------------------------|---------|--------------------|
| | 1 | 1 | PERIODICAL STORAGE SYSTEM | 3896.10 | 3,896.10 |
| | | | | | <i>The desired</i> |

MESSAGE:

SUBTOTAL

SALES TAX

SHIPPING

TOTAL

3,896.10

ONETIME INVOICE

Lucent Technologies
Bell Labs Innovations

LUCENT TECHNOLOGIES
INDIANA GBCB SBD 00550
11595 NORTH MERIDIAN 6TH FLOOR
CARMEL IN. 46032

Account Number: 0009-229-3828
Invoice Number: 5239006254
Invoice Date: 01-18-97

00026194 2 AB .491 **AUTO

ELWOOD PUBLIC LIBRARY
1600 MAIN ST
ELWOOD IN 46036-2023

For billing inquiries: 1-800-692-6013 OR
1-317-843-3700
To place an order: 1-800-247-7000 OR
1-317-843-3700

New Charges

| | | |
|-------------------------------------|------------|--------------------|
| Purchases: | \$9,020.04 | |
| One-Time Charges/Credits: | \$2,406.45 | |
| Total New Charges: | | \$11,426.49 |
| Federal Excise Tax: | \$ 0.00 | |
| State/Local Taxes: | \$ 0.00 | |
| Total Taxes on New Charges: | | \$ 0.00 |
| Total New Charges and Taxes: | | \$11,426.49 |

Remittance Amount

Total Payable Upon Receipt: **\$11,426.49**

To ensure proper credit, please detach this portion and return with remittance.

Remittance Document

ELWOOD PUBLIC LIBRARY
1600 MAIN ST
ELWOOD IN 46036-2023

Address Correction: Please make checks payable to:

LUCENT TECHNOLOGIES
P.O. BOX 27-850
KANSAS CITY MO 64180-0001



Lucent Technologies -
formerly the communications
systems & technology
units of AT&T

Branch Office: GBCNSCGG
Telephone Number: 1-800-692-6013
Account Number: 0009-229-3828
Invoice Number: 5239006254
Invoice Date: 01-18-97

Amount Due: **\$11,426.49**

Amount Enclosed:

PLEASE FORWARD ALL CORRESPONDENCE TO THE ADDRESS LOCATED AT THE TOP OF THE INVOICE.

00000000 00092293828 5239006254 970217 0001142649



Send payment for \$11,426.49 to:

Lucent Technologies
Bell Labs Innovations



Attn: Kim Dalton
Lucent Technologies Inc.
Business Communications Systems
Suite 600
11595 N. Meridian St.
Carmel, IN 46032

Date: 2-24-97
Name: Elwood Public Library
Account: 000922 93828

Dear Valued Customer,

A recent review of your account shows that your invoice(s) are still outstanding. The total amount due on your account is now \$ 11,475.39

If your records do not agree with ours or if you have questions about the outstanding invoice(s), please call our office at 1-800-317-6880 or 317-843-3725.

Sincerely,

T. Myer
Accounts Receivable Specialist

MAIL PAYMENT TO:

LUCENT TECHNOLOGIES
FORMERLY A T & T
SYSTEMS & TECHNOLOGIES
11595 N. MERIDIAN ST.
SUITE 600
CARMEL, IN. 46032



| | |
|----------------|----------------|
| ACCOUNT NUMBER | INVOICE NUMBER |
| 0009-229-3828 | 5239006254 |

Lucent Technologies

ELWOOD PUBLIC LIBRARY

Page Number: 4 LAST
Invoice Date: 01-18-87

ONE-TIME ACTIVITY

| ITEM NO. | QTY. | DESCRIPTION PROD NO./SO NO. PO NO. | TERMS EXPIRATION DATE | TYPE OF ACTION | PURCHASE PRICE (PER UNIT) | TOTAL PURCHASE PRICE | OTHER ONE-TIME CHARGES (PER UNIT) | TOTAL ONE-TIME CHARGES | MONTHLY CHARGE (PER UNIT) | TOTAL PARTIAL PERIOD SERVICE CHARGES |
|----------|------|--|-----------------------------|-------------------|---------------------------------|----------------------------|---|------------------------------|---------------------------------|--|
|----------|------|--|-----------------------------|-------------------|---------------------------------|----------------------------|---|------------------------------|---------------------------------|--|

THE FOLLOWING EQUIPMENT/SERVICE IS PROVIDED AT: ACCOUNT # 00092293828 ELWOOD PUBLIC LIBRARY (CONTINUED)
LOCATION # 00092293828 ELWOOD PUBLIC LIBRARY 1600 MAIN ST ELWOOD IN 46036

| | | | | | | | | | | |
|----|---|---|--|----------------------|---------|----------|----------|-----------|--------|--------|
| 23 | 1 | BAYSTK 10BASE-T SHRP NH MOD 4580-660 /SO: 08638173201 PO: 525 | | Install 01-08-97 | | | \$270.00 | \$270.00* | \$0.00 | \$0.00 |
| 24 | 1 | CASCADE CABLE FOR BAYSTACK 4580-664 /SO: 08638173201 PO: 525 | | Purchase 01-08-97 | \$50.15 | \$50.15* | | | \$0.00 | \$0.00 |

Subtotals This Location: \$9,020.04 \$2,406.45 \$0.00

Totals This Account: \$9,020.04 \$2,406.45 \$0.00

Totals: \$9,020.04 \$2,406.45

PE Transferred
* Taxes Not Applicable

| | |
|----------------|----------------|
| ACCOUNT NUMBER | INVOICE NUMBER |
| 0009-229-3828 | 5239006254 |

Lucent Technologies

ELWOOD PUBLIC LIBRARY

Page Number: 3
Invoice Date: 01-18-97

| ONE-TIME ACTIVITY | | | | | | | | | | |
|---|------|---|-----------------------------|----------------------|---------------------------------|----------------------------|---|------------------------------|---------------------------------|--|
| ITEM NO. | QTY. | DESCRIPTION PROD NO./SO NO. PO NO. | TERMS EXPIRATION DATE | TYPE OF ACTION | PURCHASE PRICE (PER UNIT) | TOTAL PURCHASE PRICE | OTHER ONE-TIME CHARGES (PER UNIT) | TOTAL ONE-TIME CHARGES | MONTHLY CHARGE (PER UNIT) | TOTAL PARTIAL PERIOD SERVICE CHARGES |
| THE FOLLOWING EQUIPMENT/SERVICE IS PROVIDED AT: ACCOUNT # 00092293828 ELWOOD PUBLIC LIBRARY | | | | | | (CONTINUED) | | | | |
| LOCATION # 00092293828 ELWOOD PUBLIC LIBRARY 1600 MAIN ST ELWOOD | | | | | | IN 46036 | | | | |
| 12 | 1 | PARTNER II R4.1 CONTROL UNIT 6050-C41 /SO: 08580686201 PO: 495 | | Purchase 01-07-97 | \$1,017.25 | \$1,017.25* | | | \$0.00 | \$0.00 |
| 13 | 1 | PARTNER II R4.1 CONTROL UNIT 6050-C41 /SO: 08580686201 PO: 495 | | Install 01-07-97 | | | \$93.00 | \$93.00* | \$0.00 | \$0.00 |
| 14 | 3 | PARTNER RLS 3.1 EXPANSION MOD 60631 /SO: 08580686201 PO: 495 | | Purchase 01-07-97 | \$269.00 | \$807.00* | | | \$0.00 | \$0.00 |
| 15 | 3 | PARTNER RLS 3.1 EXPANSION MOD 60631 /SO: 08580686201 PO: 495 | | Install 01-07-97 | | | \$41.50 | \$124.50* | \$0.00 | \$0.00 |
| 16 | 1 | PARTNER MAIL-VS R3 10 MAILBOX 6108-103 /SO: 08580686201 PO: 495 | | Purchase 01-07-97 | \$1,174.96 | \$1,174.96* | | | \$0.00 | \$0.00 |
| 17 | 1 | PARTNER MAIL-VS R3 10 MAILBOX 6108-103 /SO: 08580686201 PO: 495 | | Install 01-07-97 | | | \$400.00 | \$400.00* | \$0.00 | \$0.00 |
| 18 | 1 | MODEL 600 LATTIS EZ VIEW NMS 4580-001 /SO: 08638173201 PO: 525 | | Purchase 01-08-97 | \$92.07 | \$92.07* | | | \$0.00 | \$0.00 |
| 19 | 1 | MODEL 600 LATTIS EZ VIEW NMS 4580-001 /SO: 08638173201 PO: 525 | | Install 01-08-97 | | | \$180.00 | \$180.00* | \$0.00 | \$0.00 |
| 20 | 2 | BAYSTK 10BASE-T HUB 24RJ-45 PTS 4580-655 /SO: 08638173201 PO: 525 | | Purchase 01-08-97 | \$1,313.11 | \$2,626.22* | | | \$0.00 | \$0.00 |
| 21 | 2 | BAYSTK 10BASE-T HUB 24RJ-45 PTS 4580-655 /SO: 08638173201 PO: 525 | | Install 01-08-97 | | | \$300.00 | \$600.00* | \$0.00 | \$0.00 |
| 22 | 1 | BAYSTK 10BASE-T SNMP NM MOD 4580-660 /SO: 08638173201 PO: 525 | | Purchase 01-08-97 | \$480.07 | \$480.07* | | | \$0.00 | \$0.00 |

PE Transferred
* Taxes Not Applicable

| | |
|----------------|----------------|
| ACCOUNT NUMBER | INVOICE NUMBER |
| 000-29-008 | 11111111 |

Lucent Technologies

ELWOOD PUBLIC LIBRARY

Page Number: 2
Invoice Date: 11-19-97

ONE-TIME ACTIVITY

| ITEM NO. | QTY | DESCRIPTION PROD NO./SO NO. PO NO. | TERMS EXPIRATION DATE | TYPE OF ACTION | PURCHASE PRICE (PER UNIT) | TOTAL PURCHASE PRICE | OTHER ONE-TIME CHARGES (PER UNIT) | TOTAL ONE-TIME CHARGES | MONTHLY CHARGE (PER UNIT) | TOTAL ESTIMATED PERIOD SERVICE CHARGES |
|---|-----|--|-----------------------------|-----------------------|---------------------------------|----------------------------|---|------------------------------|---------------------------------|--|
| THE FOLLOWING EQUIPMENT SERVICE IS PROVIDED AT: ACCOUNT # 00092293828 ELWOOD PUBLIC LIBRARY LOCATION # 000000000000 ELWOOD PUBLIC LIBRARY 1600 MAIN ST ELWOOD IN 48036 | | | | | | | | | | |
| 1 | 300 | ADMINISTRATION ASSIST 0650-01 /SO: 06580686201 PO: 495 | | Srvc Chrg 01-07-97 | | | \$1.00 | \$300.00* | \$0.00 | \$0.00 |
| 2 | 1 | MATERIAL SHIPPING CHARGE 501-000 /SO: 06580686201 PO: 495 | | Srvc Chrg 01-07-97 | | | \$24.95 | \$24.95* | \$0.00 | \$0.00 |
| 3 | 8 | PARTNER 6 BUTTON TELEPHONE-BLK 3158-04B /SO: 06580686201 PO: 495 | | Purchase 01-07-97 | \$126.77 | \$1,014.16* | | | \$0.00 | \$0.00 |
| 4 | 8 | PARTNER 6 BUTTON TELEPHONE-BLK 3158-04B /SO: 06580686201 PO: 495 | | Install 01-07-97 | | | \$23.50 | \$188.00* | \$0.00 | \$0.00 |
| 5 | 2 | PARTNER 18 BUT DISPLAY TEL-BLK 3158-47B /SO: 06580686201 PO: 495 | | Purchase 01-07-97 | \$188.64 | \$377.28* | | | \$0.00 | \$0.00 |
| 6 | 2 | PARTNER 18 BUT DISPLAY TEL-BLK 3158-47B /SO: 06580686201 PO: 495 | | Install 01-07-97 | | | \$28.00 | \$56.00* | \$0.00 | \$0.00 |
| 7 | 2 | TRAMTALK BAT-TEXT-BLK 32230 /SO: 06580686201 PO: 495 | | Purchase 01-07-97 | \$42.67 | \$85.34* | | | \$0.00 | \$0.00 |
| 8 | 1 | TRAMTALK CARRIER ASSEMBLY 3204-CR2 /SO: 08580686201 PO: 495 | | Purchase 01-07-97 | \$200.98 | \$200.98* | | | \$0.00 | \$0.00 |
| 9 | 1 | TRAMTALK CARRIER ASSEMBLY 3204-CR2 /SO: 08580686201 PO: 495 | | Install 01-07-97 | | | \$100.00 | \$100.00* | \$0.00 | \$0.00 |
| 10 | 2 | MDM 9010 WIRELESS SET-BLACK 3204-W2B /SO: 08580686201 PO: 495 | | Purchase 01-07-97 | \$547.28 | \$1,094.56* | | | \$0.00 | \$0.00 |
| 11 | 2 | MDM 9010 WIRELESS SET-BLACK 3204-W2B /SO: 08580686201 PO: 495 | | Install 01-07-97 | | | \$35.00 | \$70.00* | \$0.00 | \$0.00 |

PE Transferred
* Taxes Not Applicable



ELWOOD COMMUNITY SCHOOL CORPORATION

1306 North Anderson Street
Elwood, Indiana 46036
Phone: (317) 552-9861

Thomas W. Austin
Superintendent

Dr. Kathy R. Griffey
Assistant Superintendent

Janice Kaye
Director of Special Services

Nina Huntsinger
Technology Coordinator

Emily Leavell
Corporation Treasurer

The Hope of Our Country

February 25, 1997

Dear Madison County Service Provider:

The Elwood Community School Corporation is in the process of preparing an application for an Even Start Grant. This is a federally funded program that promotes family literacy and education by tying together existing programs in an integrated manner to provide services to eligible families. To be eligible to participate in the program, a family must have at least one eligible parent and at least one eligible child involved. Eligible children are those born through age seven with a parent eligible for Even Start services. Eligible parents must have a child born through seven and must either be eligible for adult basic education programs or be under 18 years of age.

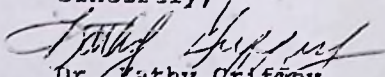
Even Start programs might include some of the following components:

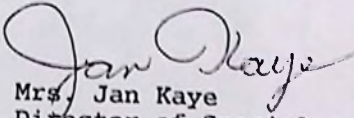
- expanded adult basic education programs
- preschool programs for eligible children
- child care
- training of parents to be the child's first teacher
- transportation
- home visitations
- nutrition education
- health education

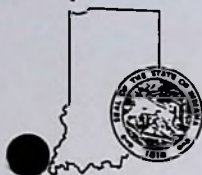
To coordinate services for this program, the school needs to develop partnerships with other service providers in the community. To assist in designing the framework for our Even Start proposal, you are invited to attend a partner's meeting on March 5, 1997, at 1:00 P.M. The meeting will be held at the school corporation's administration office at 1306 North Anderson Street in Elwood. The purpose of the meeting is to review initial plans for the program as well as to identify and coordinate services among the participants.

We are enthused about the potential impact of this program for the families in our community and hope you will be able to participate in this effort. If you are not able to attend this meeting, please contact our office at 552-9861.

Sincerely,


Dr. Kathy Griffey
Assistant Superintendent


Mrs. Jan Kaye
Director of Special Services



STATE OF INDIANA

INDIANA STATE LIBRARY
140 North Senate Avenue
Indianapolis, IN 46204-2296
Tel. (317) 232-3675
Fax (317) 232-3728

Charles Ray Ewick, Director

Hearing Date Set For Public Library Standards

The Indiana State Library will hold a public hearing on the topic of revised standards for public libraries on Thursday, April 10 at 1:30 p. m. (E. S. T.) in the auditorium of the State Library, 140 North Senate Avenue, Indianapolis, Indiana 46204. At the meeting, Dr. Charles Bertram, President, Indiana Library & Historical Board, and Ray Ewick, State Librarian, will hear comments about the standards. Written comments will also be accepted and should be addressed to Dr. Bertram or Ray Ewick at the Indiana State Library.

The full text of the proposed standards is published in the March, 1997 issue of the *Indiana Register*. In addition, copies are on file in the Library Development Office of the State Library.

The revisions to the standards were recommended by the Public Library Services Committee of the Indiana State Library Advisory Council. An initial opportunity for public comment on the revisions was held on April 2, 1996. As a result of that meeting, a few additional changes were made to the standards.

A public hearing is part of the process for adoption of administrative rules for state agencies. Further steps in the rules promulgation process include approval by the Indiana Library & Historical Board and approval by both the Attorney General and the Governor. Once the standards are approved, they will become part of the Indiana Administrative Code.

###

INDIANA LIBRARY AND HISTORICAL BOARD

PROPOSED RULE LSA Document # 96-269 Digest

Amends 590 IAC 1-1 to revise minimum standards for public libraries and to add new standards. Effective 30 days after filing with the secretary of state.

SECTION 1. 590 IAC 1-1-0.6 IS ADDED TO READ AS FOLLOWS:

590 IAC 1-1-0.6 Definitions

Authority: IC 4-23-7.1-11

Affected: IC 4-23-7

Sec. 0.6. The following definitions apply throughout this rule:

(1) "Accredited college or university" means a college or university that qualifies for membership in the North Central Association of Colleges and Secondary Schools or other regional or national associations of similar rank.

(2) "Administrative experience" means experience attained as a head librarian/director or by having supervision over and responsibility for the work of other persons.

(3) "Approved library education" means elementary instruction in library science taken, after completion of two (2) years of academic education, in an institution accredited by the American Library Association (ALA) or approved by the Indiana department of education. Similar approved courses in library science taken outside of Indiana may be accepted.

(4) "By-laws" mean the rules adopted by the library board for the government of its members and the regulation of its affairs.

(5) "Continuing education" means an approach to education that encourages dynamic and continuous learning.

(6) "Director" means the librarian who is the administrative head of the library and is responsible to the library board for the operation and management of the library.

(7) "Evening hours" mean the hours the library is open after 5 p. m.

(8) "Full-time" means that the director is paid for thirty-five (35) to forty (40) hours per week or, if the library is open fewer than thirty-five (35) hours per week, the director is paid for the number of hours that the library is open.

(9) "Graduate degree" means completion of at least one (1) year of professional study on the graduate level taken in an accredited library school and validated by a diploma such as the Master of Library Science or Master of Information Science.

(10) "Indiana cooperative library services authority" or "INCOLSA" means a cooperative, statewide structure for information and resource sharing.

(11) "Library board" means the fiscal and administrative body of a public library.

(12) "Population served" means residents or real property taxpayers of the library district taxed for the support of the library.

(13) "Software" means programs that tell the computer what operations to perform.

(14) "Special services" means library service for special populations such as the blind, deaf, or physically handicapped.

(Indiana State Library and Historical Board; 590 IAC 1-1-0.6)

SECTION 2. 590 IAC 1-1-2.5 IS AMENDED TO READ AS FOLLOWS:

590 IAC 1-1-2.5 Minimum standards for public libraries

Authority: IC 4-23-7.1-11

Affected: IC 4-23-7; IC 4-23-7.1; IC 6-1.1-18.5;
IC 20-14-2; IC 20-14-6; IC 20-14-7;
IC 20-14-12

Sec. 2.5 (a) The library must operate in compliance with Indiana laws, including the Public Library Law (IC 20-14-2; IC 20-14-6; ~~IC 20-14-7.5~~ IC 20-14-7-6), the Indiana Library and Historical Department Law (IC 4-23-7) and other Indiana laws that affect municipal units.

~~(b) The library must be in compliance with the Indiana Library Certification Law (IC 20-14-12) and regulations promulgated by the Indiana library and historical board governing the number of certified personnel and the level of certification required according to the population served by the library. The library board is responsible for hiring a full-time library director with the education and experience required for the size of population served by the library as follows:~~

(1) Serving a population greater than one hundred fifty thousand (150,000):

(A) graduation from an accredited college or university;
(B) a graduate degree from an ALA accredited library science school;
and

(C) six (6) years of library experience, including at least three (3) years of administrative experience after completing the graduate degree.

(2) Serving a population from twenty-five thousand one (25,001) to one hundred fifty thousand (150,000):

(A) graduation from an accredited college or university;
(B) a graduate degree from an ALA accredited library science school;
and

(C) three (3) years of library experience after completing the graduate degree.

(3) Serving a population from ten thousand one (10,001) to twenty-five thousand (25,000):

(A) graduation from an accredited college or university; and
(B) a graduate degree from an ALA accredited library science school.

(4) Serving a population from five thousand one (5,001) to ten thousand (10,000):

(A) a bachelor's degree from an accredited college or university; and
(B) at least fifteen (15) semester hours of approved library education, with areas of study to include:

- (i) selection and evaluation of media;
- (ii) public library administration;
- (iii) reference and information sources;
- (iv) cataloging and organization of materials; and
- (v) children's materials.

(5) Serving a population of five thousand (5,000) or fewer:

(A) two (2) years of academic education in an accredited college or university; and

(B) at least nine (9) additional semester hours of approved library education, with areas of study to include:

- (i) selection and evaluation of media;
- (ii) public library administration; and
- (iii) reference and information sources.

(c) The library board shall:

- (1) classify employees;
- (2) adopt schedules of salaries; and
- (3) prescribe their duties of employees;

all with the advice and recommendations of the library director.

(d) All newly constructed and existing library facilities (central buildings and branches) must be in compliance with local, and state, and federal building, health and safety codes.

~~(e) The library shall participate in the Indiana library and information services network as be a member of an area the Indiana cooperative library services authority (INCOLSA).~~

(f) The library shall provide the following minimum services:

- (1) Acquisition, organization, and loan of materials.
- (2) Availability of general collections to the public at all times the library is open.
- (3) A telephone listed in the library's name.
- (4) Interlibrary loan free of charge (other than reimbursement for actual photocopy and postage or freight costs).
- ~~(5) In-house use of materials for all Indiana residents.~~

(g) The library must comply with federal laws affecting employment practice and facilities management.

(h) The library board shall be governed by written by-laws that outline its purpose and operational procedures.

(i) The library shall have a written long-range plan of service for two (2) to five (5) years, including the following:

- (1) A statement of community needs, goals, and measurable objectives.
- (2) A method for periodic review and evaluation.

(j) The library shall have a written automation plan that conforms with the automation standards in 590 IAC 2 adopted by the Indiana library and historical board.

(k) The library board shall adopt the following:

- (1) A written collection development policy.
- (2) Principles of access to all library materials and services.

(l) The library board and director shall maintain their separate functions as follows:

- (1) The board is responsible for governance.
- (2) The director is responsible for administration.

(m) All library trustees shall follow the principles discussed in current state publications for trustees that are approved by the Indiana state library.

(n) The library shall have written personnel policies and procedures. Written personnel policies and procedures must address at least the following:

- (1) Employment practices, such as:
 - (A) recruitment;
 - (B) selection; and
 - (C) appointment.
- (2) Personnel actions, such as:
 - (A) placement;
 - (B) performance evaluations;
 - (C) promotions;
 - (D) grievances;
 - (E) disciplinary actions; and
 - (F) personnel records.
- (3) Salary administration.
- (4) Employee benefits.
- (5) Conditions of work.
- (6) Leaves.

(o) The library shall support continuing education for staff and trustees.

(p) The library must comply with provisions of the federal Americans with Disabilities Act to make its services available to everyone.

(q) Hours of service shall be provided to allow the greatest possible access for the community as follows:

- (1) The library serving a population of fifteen thousand (15,000) or fewer must be open a minimum of twenty (20) hours each week, including at least one (1) evening and some hours on one (1) weekend day.
- (2) The library serving a population between fifteen thousand (15,000) and thirty thousand (30,000) must be open a minimum of forty-five (45) hours each week, including at least two (2) evenings and at least one (1) weekend day.
- (3) The library serving a population over thirty thousand (30,000) must be open a minimum of fifty-five (55) hours each week, including at least three (3) evenings and at least one (1) weekend day.

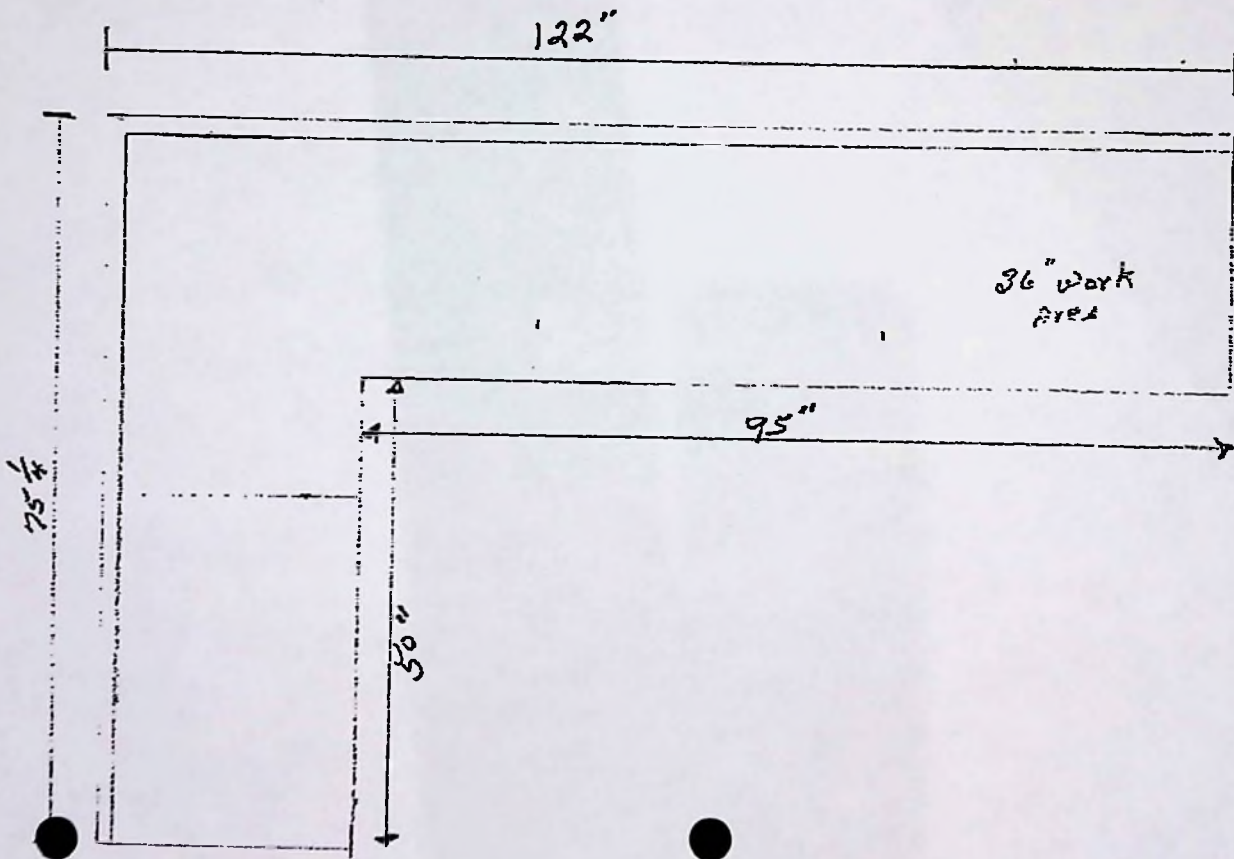
(r) The library shall provide the following:

- (1) Reference services.
- (2) Children's services.
- (3) Library sponsored programming.
- (4) Audiovisual services.
- (5) Special services.

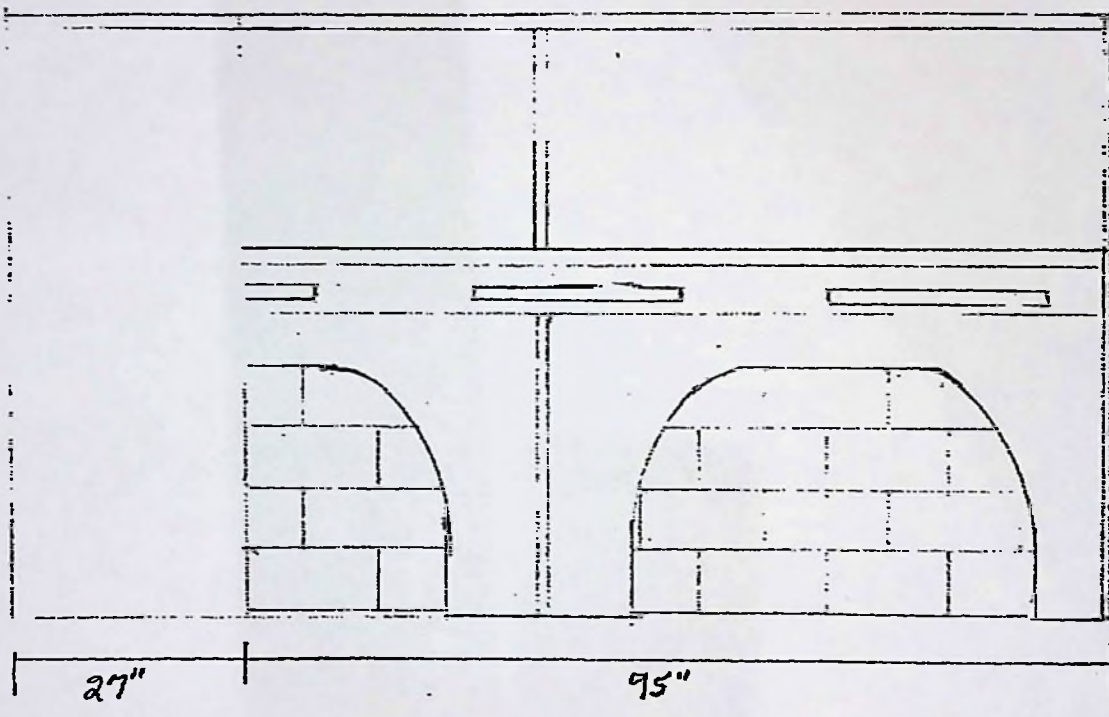
(s) The library shall inform its public of the services available and encourage use of these services.

(t) The library shall provide at least a base level of technology consisting of a computer, modem, fax, printer, and software by January 1, 1998.

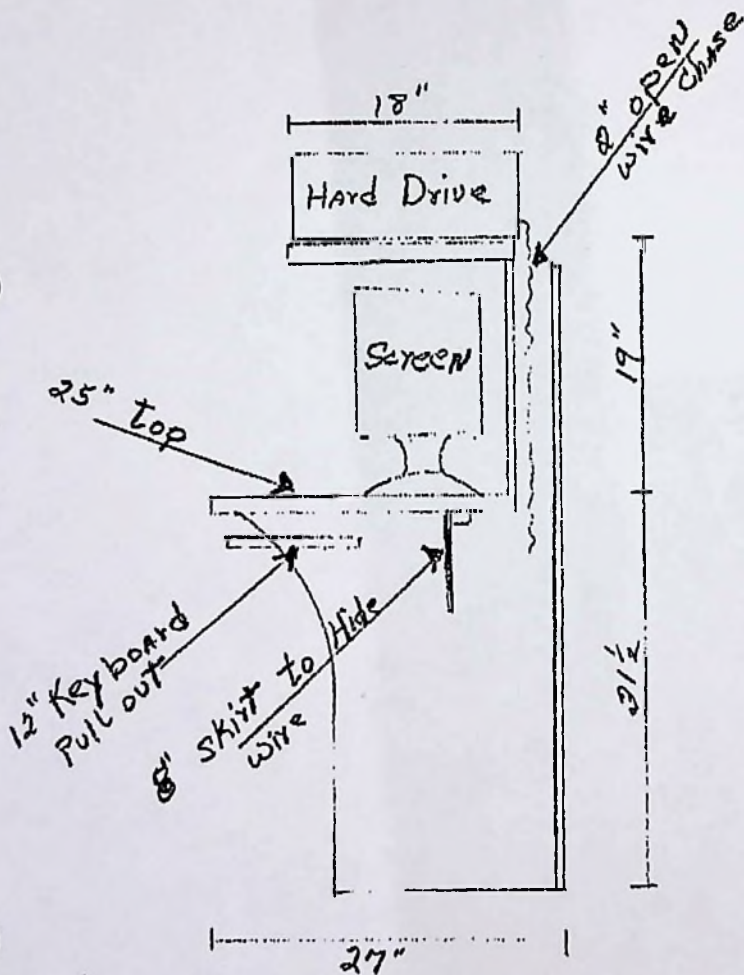
~~(g)~~ (u) The library shall file with the Indiana state library by February 1 of each year an annual report for the preceding calendar year, as of December 31, in the form(s) form prescribed by the Indiana state library. Included in the report shall be a statement certifying which standards have been met, including a statement outlining the library's intention and specific measures planned to reach the remaining requirements not met at that time. Any falsification of statements certifying which standards have been met shall result in the library being required to return to the Indiana state library any state or federal funding that was received. (*Indiana Library and Historical Board; 590 IAC 1-1-2.5; filed Mar 17, 1986, 4:00 p m; 9 IR 1966; errata, 9 IR 2063*)



UE 16:12 Ralph E. Hazelbaker Libr P. 04



Front View



Side View

PATRICIA DILLON
Auditor

AUDITOR of MADISON COUNTY

Madison County Government Center
Anderson, Indiana 46016

February 27, 1997

To whom it may concern,
It is imperative to bring your attention to Senate Bill 273.
Please read and contact your legislatures to make a decision
on this bill IMMEDIATELY !!!!

Sincerely,

Patricia Dillon
Patricia Dillon
Madison County Auditor

INDIANA STATE SENATORS

David Ford, District 19 -
2776 S. Angling Pike
Hartford City, IN 47348

Represents

Madison County - Van Buren Township
Monroe Township

Howard Kenley, District 20 -

Represents

Madison County - Boone Township
Duck Creek Township
Monroe Township
Pipe Creek Township
Van Buren Township

Grant County

Delaware County

William McCarty, District 25 - D
158 Nursery Rd
Anderson, IN 46012
Bus. (317) 642-4966
Home (317) 649-6360

***Address Correspondence to:**
Senate Chambers, Indiana State House
200 W. Washington
Indianapolis, IN 46204
1-800-382-9467
or 232-9400

Represents

Madison County - Anderson City & Township
Jackson Township
Lafayette Township
Richland Township
Stony Creek Township
Union Township

Delaware County -

Hamilton Township
Harrison Township
Center Township (Pct. 47)
Mt. Pleasant Township (Pct. 55 & 74)

INDIANA STATE SENATORS

Severly Gaud, District 28 - R
1755 Hickory Lane
Greenfield, IN 46240
...
P O Box 948
Greenfield, IN 46240
(317) 462-2827

*Address Correspondence to:
Rm. 4D South, Senate Chambers
Indiana State House
200 N. Washington
Indianapolis, In 46204
1-800-382-9467, Ext. 9493 (9:00am-4:30pm)
1-317-232-9400

Represents

Madison County - Adams Township
Fall Creek Township
Green Township

Hancock County

Henry County

INDIANA STATE REPRESENTATIVE

P. Eric Turner, District 32 - R
5541 S. Harmon
Marion, IN 46953
Home (317) 674-8571

Represents

Madison County - Boone Township
Duck Creek Township
Lafayette Township
Monroe Township
Richland Township (Pct. 1, 2 & 4)
Van Buren Township (includes Florida Stateion)

INDIANA STATE REPRESENTATIVES

Rolland Webber, District 36 -
5676 Stony Spring Way
Anderson, IN 46012
Bus 1-800-382-9842
Home 643-4598

Represents

Madison County - Adams Township
Anderson Township (Pct. 2, 3, 24)
Anderson City (Ward 1, Pct. 1, 2, 3, 4, 5, 6,
(Ward 2, Pct. 1, 2 & 7)
(Ward 3, Pct. 5)
(Ward 4, Pct. 7)
(Ward 5, Pct. 1, 2, 3, 4, 4a, 5
(Ward 6, Pct. 1)
Fall Creek Township (Pct. 1 & 2)
Union Township
Richland Township (Pct. 3)

Delaware County - Salem Township & Pct. 52, 54, & 72

Rolland Webber, District 37 - D
32 South Drive
Anderson, IN 46014
Bus 1-800-382-9842
Home (317) 642-6517

*Address Correspondence to:
House Chambers, Indiana State
200 W. Washington
Indianapolis, IN 46204
1-800-382-9841, 1-800-382-984
1-317-232-9600, 232-9700

Represents

Madison County - Anderson Township (Pct. 1)
Anderson City (Ward 2, Pct. 3, 4, 5, 6, 8, 9,
(Ward 3, Pct. 1, 2, 3, 4, 6, 7,
(Ward 4, Pct. 1, 2, 3, 4, 5, &
(Ward 6, Pct. 2, 3, 4, 5, 6, 7, 8, 9
Fall Creek Township (pct. 3, 4, 5, 6, 7, & 8)
Stony Creek Township

Hancock County - Green Township

HOMESTEAD CREDIT FACT SHEET

(Prepared by the Legislative Committees of the Auditor's and Treasurer's State Associations)

The purpose of this fact sheet is to inform legislators of the need for and importance of quick action on SB 273 or any other bill that is intended to change the State Homestead Credit. If any bill changing the Homestead Credit is not enacted soon, essentially the costs to the local units of government will exceed the savings to taxpayers.

Indiana Statute currently provides for the following deadlines:

March 15 - Deadline for the County Auditor to complete the calculation of taxes and submit the abstract of assessed valuations and taxes levied to the State Auditor, State Board of Tax Commissioners and County Treasurers. *(A delay causes the state to use prior year's replacement credit and homestead credit amounts which results in a loss of income to ALL local units of government.)*

April 25 - Last day Treasurers can mail tax bills to comply with May 12 due date. *(After taxes are calculated, County Treasures need several weeks to print and mail tax bills.)*

May 12 - Spring tax due date.

June 30 - Last day County Auditor can distribute spring tax collections

Delays in the tax billing, collection, and distribution process creates the following problems for local government officials.

- Loss of interest revenue earned from short-term investment of tax collections.
- Advances of tax collections to local units of government cannot be made. Local units of government must borrow to cover operating expenses resulting in borrowing costs that would be incurred (i.e., interest, bond counsel, etc.).
- Loss of revenue and increased costs of tax collections will cause confusion and anger among constituents.

These problems occurred in 1996 due to reassessment and will occur again in 1997 if a timely decision is not made relative to the Homestead Credit.

Calculating taxes now with the 6% State Homestead Credit and making adjustments later this year is NOT a viable option. Counties simply cannot comply with this "mandate" that affects nearly 3 million parcels statewide. There are insufficient resources available for changing computer programs and county budgets cannot afford the costs of these changes or the cost of additional mailings. The costs are estimated to be several million dollars.

If the legislation increasing the credit from 6% to 8% is not signed into law as soon as possible, then the tax bills are mailed late, the due date must be extended, tax collections are delayed and settlement is delayed. The result of increasing the credit too late will create significant, additional costs for all local units of government. The savings to taxpayers of implementing an increase in the homestead credit late will not offset the costs that will be borne by all 92 county budgets not withstanding the costs to all other units of government.

Restructuring and pay revisions

Job titles

Clerk- full and part time employees and tech service support staff

Department heads and branch managers

Page = part time high school or college student

Custodian

Suggestions

1. Part time employees should receive same pay scale as full time employees and be entitled to raises. Part time is considered 20 to 25 hours per week. New part-time help will not be entitled to benefit package. Effective April 1, 1997

2. Full time employees should work a forty hour week.
Effective April 1, 1997

3. Raises based on time on job and employees will also receive cost of living raises.

Clerk

range 6.50 to 8.50

| | | |
|----------|-----|------|
| start at | | 6.50 |
| 90 day | .15 | 6.65 |
| 1 year | .15 | 6.80 |
| 2 year | .15 | 6.95 |
| 3 year | .55 | 7.50 |
| 4 year | .50 | 8.00 |
| 5 year | .50 | 8.50 |

Department heads and branch managers

range 7.55-9.55

| | | |
|----------|-----|------|
| start at | | 7.55 |
| 90 day | .15 | 7.70 |
| 1 year | .15 | 7.85 |
| 2 year | .15 | 8.00 |

| | | |
|--------|-----|------|
| 3 year | .55 | 8.55 |
| 4 year | .50 | 9.05 |
| 5 year | .50 | 9.55 |

Custodian one full time custodian to cover Elwood, Summitville,
and Frankton one part-time custodian for Elwood

range 6.25-8.25

| | | |
|--------|-----|------|
| start | | 6.25 |
| 90 day | .15 | 6.40 |
| 1 year | .15 | 6.55 |
| 2 year | .15 | 6.70 |
| 3 year | .55 | 7.25 |
| 4 year | .50 | 7.75 |
| 5 year | .50 | 8.25 |

Page minimum wage

Advantages

1. Every position receives the same increase based on years of service.
2. Some salaries may have to be redlined.
3. Gradual raises over longer span of time.
4. Easier to figure budget.
5. Eliminates benefit package for new part-time hires.
6. Increases hours to 40 hours for full time.

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

BOARD OF TRUSTEES
Executive Meeting
AGENDA
April 9, 1997
6:00PM

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

- A. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d))
- B. Real or Personal Property
(IC 20-14-3-4-(b))
- C. Personnel
(IC 5-14-1.5-6-(b) (6))

BOARD OF TRUSTEES
Regular Meeting for Business
AGENDA
April 9, 1997
7:00PM

CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER
BUILDING REPORT

OLD BUSINESS

- A. Wage Scale
- B. Personnel Policy

NEW BUSINESS

- A. Slate of Officers
- B. Meetings at Branches

DIRECTOR'S REPORT
ADJOURN

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

*Please publish as soon
as possible.*

BOARD OF TRUSTEES
Executive Meeting
AGENDA
April 9, 1997
6:00PM

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

- A. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d))
 - 1. Building Reports
- B. Real or Personal Property
(IC 20-14-3-4-(b))
 - 1. Art
- C. Personnel
(IC 5-14-1.5-6-(b) (6))

BOARD OF TRUSTEES
Regular Meeting for Business
AGENDA
April 9, 1997
7:00PM

CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER
BUILDING REPORT

OLD BUSINESS

- A. Wage Scale
- B. Personnel Policy

NEW BUSINESS

- A. Slate of Officers
- B. Meetings at Branches

DIRECTOR'S REPORT
ADJOURN

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001

FAX (317) 552-0955

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Regular Meeting for Business

April 9, 1997

EXECUTIVE SESSION

6:00PM

CALL TO ORDER

President Linda Sizelove called the executive session to order at 6:00pm in the Elwood Public Library meeting room.

CALL FOR QUORUM

Attending with President Sizelove were: Barbara Abernathy, Pam Bohlander, Brenda Carey, Sharan Pace and Beverly Austin. Absent was Jerry Kaiser.

BUSINESS

1. Diana Shepard - Audio Visual Co-Ordinator - asked the Board to discuss her wages and responsibilities.
2. Director Wittkamper's evaluation discussed.
3. Attorney Wilson wanted the Board to know there is litigation between sub-contractors and contractor, therefore he recommends not paying any bills from our contractor, M. D. Rowe.
4. Linda reported on the meeting with Joel Blume, Inter-Design and recommended to the Board that the last bill be paid.
5. Framing for the Indiana Room being done by Greg Adams being done at present was discussed and whether other estimates should be received.
6. Museum of Art - Adams painting is cleaned and they want to know if we want to meet to select a frame.

The executive meeting was recessed until after the public meeting because more discussion was needed.

Sharan Pace
Brenda Carey

Pamela Bohlander
Pamela Bohlander, Secretary
Barbara Abernathy
Linda Sizelove

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001

FAX (317) 552-0955

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Regular Meeting for Business
April 9, 1997
7:00pm

CALL TO ORDER

President Linda Sizelove called a regular business meeting to order April 9, 1997 in the Elwood Public Library meeting room at 7:00pm.

CALL FOR QUORUM

Other board members present were: Pam Bohlander, Brenda Carey, Barbara Abernathy, Beverly Austin and Sharan Pace. Jerry Kaiser was absent.

MINUTES

Pamela Bohlander said the minutes from the March 12 meeting should be corrected to say she was not present. After correction, Beverly Austin moved to accept as corrected. Brenda Carey seconded and the motion passed.

CLAIMS REGISTER

Claims Register was signed by board members and checks were signed by Ass't. Treasurer Brenda Carey in the absence of Treasurer Jerry Kaiser.

BUILDING REPORT

Summitville Brenda Carey reported on the progress of the building of the Summitville addition. She said Mr. Baldwin is making daily inspections. The site is requiring more back-fill because they are discovering more underground material that is to be removed. She expects all the block to be laid this week and the framing to begin.

Frankton Kathi reported the carpentry and electrical work has been finished and the computers will be installed soon. Frankton has only space for four of the five computers planned, however, Summitville can use the fifth. Kathi asked the board to consider getting seven new adjustable chairs for their library - three for employees and four for the public. Originally it was thought the Frankton library could use chairs from the Carnegie building after Elwood moved into the new building, however, these chairs are being used. She also said an alternative plan would be to order new chairs for Elwood and let Frankton use the old ones. She stated she was very pleased with the quality of work from both Mr. Baldwin and Mr. Carter (Electric).

Elwood Kathi spoke to Auctioneer Gary Simmons regarding the sale of items left in the Carnegie building. Mr. Simmons suggested the shelves attached to the walls be removed before the sale for easier access.

access. She also discussed the Carnegie shelving left in the building and asked the boards advice on having it moved. She said the items need divided into categories of sold or not to be sold, then storage should be discussed. After a discussion about cleaning and preparing for the sale, Barbara Abernathy made a motion that the board authorizes Director Wittkamper to hire someone to get the building ready for auction. Pam Bohlander seconded. Board members suggested Mr. Linder at the Vocational School for possible leads or Jerry Kaiser. They would like the pay to top at \$7.00 hr.

There is a quotation for grates and will be tabled until later (do we need this mentioned or ignored?) Pam Bohlander asked if the handicapped doors are working now; Kathi said the sub-contractor is aware there is a problem.

Kathi said there seems to be a problem with roller bladers in the parking lot now that nice weather is here. She has instructed staff to tell them to leave the property. Board members agreed that this should be done strictly for safety and possible liability of the library.

A bill was presented from Inter-Design Group, Inc. for \$10,159.35. Beverly Austin made a motion to pay the bill, seconded by Pam Bohlander.

OLD BUSINESS

Director Wittkamper stated she has had trouble contacting the graphic artist that is working with our logo. She has contacted companies who produce outside signs and will receive brochures. Board members said they were concerned with the sign keeping with the tone of the building.

Board members were concerned with scratches appearing on new tables already. Linda Sizelove said Joel Blume of InterDesign was to contact the manufacturer to find out why they are so fragile. Kathi said she was told that it is the nature of the tables.

NEW BUSINESS

Administrative Assistant Jan Helping asked the board if they would consider revisions to the Personnel Policy. After some discussion, a motion was made by Beverly Austin to accept the revision to Item 14. TIME CLOCK REGULATIONS to read Employees are paid in 6 minute increments. Also to accept the PERSONNEL POLICY AKNOWLEDGEMENT that is to be signed by all employees. Barbara Abernathy seconded the motion and it passed.

Kathi reported to the board that the Fire-Fighter's Museum has asked the library to donate the old Fire Alarm given to the Library to them. The Elwood Fire Department would like them to have it. Sharan Pace made a motion to donate the equipment back to the Fire Department and on to the Fire-Fighter's Museum.

A thank-you note was read from Sharan Pace for the library's gift to her during her recent surgery and recuperation.

A bill was presented from the Museum of Art for the cost of cleaning the J. Otis Adams painting for \$2,195.00 . Motion was made by Barbara Abernathy to pay the bill out of the gift fund. A committee will be formed to go to the Museum of Art to select a frame for the painting.

Sharan Pace presented the slate of officers to be nominated for election in May:

President - Beverly Austin
Vice-President - Pam Bohlander
Secretary - Barbara Abernathy
Treasurer - Jerry Kaiser
Ass't. Treas. Brenda Carey

It was decided by members to postpone meeting at each of the branches as long as there was an executive meeting planned because of the disruption to the Patrons in that library.

Kathi asked board members if they would consider a charge of \$.25 for color pages ran from the new computers, since they were much more expensive than the black and white copies. Motion was made by Barbara Abernathy to charge \$.25 per page for color pages printed from computers. Pam Bohlander seconded.

Barbara Abernathy made a motion to adjourn the meeting. Pam Bohlander seconded.

Sharan Pace
Brenda Carey

Pamela Bohlander
Pamela Bohlander, Secy.
Barbara Abernathy
Linda Syer

TO: BOARD MEMBERS

FROM: Jan Helpling

Please consider the following revisions:

Item 14. (At present:) TIME CLOCK REGULATIONS - Employees are paid in 10 minute increments.

Please amend to: TIME CLOCK REGULATIONS - Employees are paid in 6 minute increments.

(6 minutes is one-tenth of one hour) 10 minute increments is very hard to calculate payroll with because it is one-sixth of one hour or .16.

18. WAGE AND SALARY ADMINISTRATION

* Add to the paragraph beginning... All hourly employees scheduled to work on Sundays.....

Salaried employees will normally work 35 hours each week. However, for time necessary beyond the usual 35 hours they will earn equivalent compensatory time. Salaried employees will be expected to work with the library schedule to take accrued compensatory time. Use of compensatory time should avoid unnecessary conflicts with other library concerns.

Also - Jim Wilson says comp time is legal if it is spelled out in the policy. Otherwise, they can demand to be paid for extra time worked. Jim also advised that each employee should sign a sheet saying they have received the policy.

The written Evaluation and Letter of Warning will be discussed with the employee. The employee will sign both the Evaluation and the Letter to indicate the he/she has seen them, that they have been discussed and that the employee understands the nature of the infraction and implication of the Letter of Warning. The Evaluation and Letter become a part of the employee's permanent record.

Step 3. Dismissal or Reinstatement

At the end of the 30-day probationary period, if there is no satisfactory improvement in or resolution of the problem(s), the employee will be dismissed. Employees reinstated following the probationary period are subject to immediate dismissal for recurrence of similar deficiencies. Employees will be given written verification of dismissal, with a copy added to their permanent record.

An employee is entitled to only one Letter of Warning during the training period, without appeal. Post-training employees who wish to appeal any disciplinary action(s), may submit their written request to the Board president.

13. DISCIPLINARY ACTIONS - DIRECTOR

If, in the Board's opinion, there is need to consider disciplinary action concerning the Director, an executive session of the Board may be held. Within five library business days, the Director will be notified in writing of the Board's determination. If it is the Board's consensus that disciplinary action should proceed, the policy for Disciplinary Action/Dismissal [#12.] will be executed as outlined above.

14. TIME CLOCK REGULATIONS

Employees are paid in 10 minute increments. The first 6 minutes late will be forgiven. After 6 minutes, one-tenth of an hour will be docked. When an employee works past their regular clock-out time at least 6 minutes, the same rule would apply and one-tenth of an hour's wages would be paid. Three times tardy in any single pay period merits a written warning. After three written warnings, disciplinary action (#12) will proceed. Warnings are purged from the employee's files after each anniversary year.

Normally employees clocking in early or clocking out late will only be paid beginning at their assigned starting time and ending at their assigned quitting time. Occasionally circumstances may dictate that employees begin earlier or quit later than usual. It is the employee's responsibility to ensure that the supervisor so notes these exceptions on the employee's time card if they expect to be paid for this additional time.

If an employee forgets to clock-in or clock-out their supervisor needs to be notified so that the time can be hand-recorded on the employee's time card.

Accumulated Sick Leave will not be compensated following notice of resignation. [See #35. TERMINATION ENTITLEMENT] Use of Sick Leave after notice of resignation has been given may require a written physician's statement.

18. WAGE AND SALARY ADMINISTRATION

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.

Under state law, the Library is required to pay the state minimum wage and comply with applicable federal minimum wage guidelines. The Library will establish and maintain an hourly wage schedule [See Appendix] which 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. However, no employee will be paid below the minimum established for his/her position. If an employee changes position during the year the appropriate wage adjustment will be made at the time the new position becomes effective.

Cost of living increases and the wage schedule will be reviewed on an annual basis by the staff and by the Board Budget Committee. The Board will use the wage classification schedule and the budget to determine wage adjustments. Any cost of living adjustments will be made effective January 1 of each year.

All hourly employees scheduled to work on Sundays will be compensated for those Sunday hours only at a premium hourly rate equal to one and a half times their normal hourly rate.*

The Library pays employees bi-weekly or 26 times per year. The work week ends at midnight Saturday, with the first day of the week beginning at 12:01 am Sunday morning.

Pay day is normally the first Wednesday following the second Saturday of each pay period.

19. PAYROLL DEDUCTION

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

| | |
|------------------------------|---------------------------------------|
| <u>Mandatory deductions:</u> | <u>Optional Deductions (FT only):</u> |
| Federal Income Tax | Health Insurance |
| Social Security | Deferred Compensation Plan(annuity) |

EXPENDITURES TO BE ALLOWED
----- NORTH MADISON COUNTY PUBLIC LIBRARY -----

124 NORTH 16TH STREET
ELWOOD, IN 46036-1598
06 APR 97

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------------|--------------|------------------------------|-----------------|------------|-------------------------------|
| -PAID AFTER BOARD MEETING- | | | | | |
| 016261 | 00206 | KATHLEEN WITTKAMPER | 235.75 | 12-MAR-97 | MESSAGE (JUNE'96 THRU NOV.'97 |
| PAYROLL | 00207 | PAYROLL | 10083.59 | 19-MAR-97 | CHECKS 004331-004340 |
| PAYROLL | 00208 | PAYROLL DEDUCTIONS | -4506.66 | 19-MAR-97 | CHECKS 004331-004340 |
| 016267 | 00209 | STAR FINANCIAL BANK | 2687.99 | 19-MAR-97 | REG. & RICA TAX - PIR 3-10-97 |
| 016263 | 00210 | INDIANA DEPARTMENT OF | 787.47 | 19-MAR-97 | STATE & COUNTY TAX - PIR 3-1 |
| 016264 | 00211 | MADISON COUNTY SCHOOL | 1451.75 | 19-MAR-97 | CREDIT UNION DED. - PIR 3-10 |
| 016265 | 00212 | INDIANA DEPTERRES COMP2 | 309.00 | 19-MAR-97 | ANNUITY DEDUCTIONS - PIR 3-1 |
| 016266 | 00213 | CITY OF ELWOOD NON-RES | 178.00 | 19-MAR-97 | APRIL HEALTH INSURANCE-10, 1 |
| 016267 | 00214 | POSTMASTER | 200.00 | 19-MAR-97 | POSTAGE WAGON |
| 016215 | 00215 | FRANKTON JOURNAL | -14.00 | 19-MAR-97 | WORLD OF BUSINESS RETURNED |
| XXXXXXXX | 00216 | STAR FINANCIAL BANK | -10000.00 | 19-MAR-97 | TO CORRECT WAGON ENTRY |
| --TOTAL-- | | | 2010.58 | | |
| -CURRENT EXPENDITURES- | | | | | |
| XXX | 00278 | LIBRARY CORPORATION, THE | .00 | 09-APR-97 | CORRECTION ACCOUNT - BOOKED |
| 016268 | 00217 | STAR FINANCIAL BANK | 1770.35 | 02-APR-97 | FEEL & FUEL / BUD 02-APR-97 |
| 016269 | 00218 | MADISON COUNTY SCHOOL EMPLOY | 1456.36 | 02-APR-97 | CREDIT UNION DED - PIR 02-AP |
| 016270 | 00219 | INDIANA DEFERRED COMPENSATIO | 309.00 | 02-APR-97 | ANNUITY DED - PIR 04-10-97 |
| 016271 | 00220 | HUNTINGTON NATIONAL BANK OF | 30000.00 | 02-APR-97 | PURCHASE OF BUD CD |
| 016272 | 00221 | AMERICAN ELECTRIC POWER | 1160.66 | 09-APR-97 | ELECTRIC - ELWOOD, SUMMITTIL |
| 016273 | 00222 | AMERICAN BUSINESS DIRECTORIE | 365.00 | 09-APR-97 | MARKETING DIRECTORIES 1997 |
| 016274 | 00223 | AMEEITECH | 330.67 | 09-APR-97 | TELEPHONE - ELWOOD, SUMMITTIL |
| 016275 | 00224 | AUSTIN BOOK SALES | 720.00 | 09-APR-97 | BOOKS - SUMMITTIL |
| 016276 | 00225 | BARBARA MCADAMS | 49.12 | 09-APR-97 | FRUIT CASE - FRANKTON |
| 016277 | 00226 | BARBARA MCADAMS | 7.00 | 09-APR-97 | WIREAGE - FRANKTON |
| 016278 | 00227 | BILL LERSON | 52.00 | 09-APR-97 | BOOKCASES - FRANKTON |
| 016279 | 00228 | BINGHAM, FARRER & WILSON | 45.00 | 09-APR-97 | PREPARE BOND AFFIDAVIT |
| 016280 | 00229 | A E BOYCE CO INC | 132.39 | 09-APR-97 | POSTAGE ORDER FORMS |
| 016281 | 00230 | BURNETTE - DELLINGER INC. | 300.00 | 09-APR-97 | BOND RENEWAL-CANET, HELPLINE |
| 016282 | 00231 | C P DISTRIBUTING | 56.70 | 09-APR-97 | AUDIO-VISUAL - FRANKTON |
| 016283 | 00232 | CAROLYN LAMBERTSON | 15.00 | 09-APR-97 | WIREAGE - SUMMITTIL |
| 016284 | 00233 | CENTRAL INDIANA COMPUTER CON | 420.00 | 09-APR-97 | SEE CONTRACT 3-1-97/2-31-97 |
| 016285 | 00234 | CITY WATER & SEWAGE DEPT. | 133.14 | 09-APR-97 | WATER & SEWAGE |
| 016286 | 00235 | CNA | 529.00 | 09-APR-97 | RENEWAL / WORKMAN'S COMP |
| 016287 | 00236 | DEMCO | 14.59 | 09-APR-97 | SUPPLIES - ELWOOD, SUMMITTIL |
| 016288 | 00237 | BAKER & TAYLOR BOOKS | 2413.45 | 09-APR-97 | BOOKS - ELWOOD, FRANKTON, SU |
| 016289 | 00238 | FAMILY BOOKSTORE | 39.69 | 09-APR-97 | VIDEOS - ELWOOD |
| 016290 | 00239 | FILIP, INC. | 80.82 | 09-APR-97 | SUPPLIES - CRAWFORD |
| 016291 | 00240 | FURST GROUP, INC. | 32.84 | 09-APR-97 | LONG DISTANCE SERVICE-ELWOOD |
| 016292 | 00241 | GAYLORD BROS. | 218.30 | 09-APR-97 | OFFICE/OPERATING SUP. ELWOOD |
| 016293 | 00242 | GALE RESEARCH | 132.93 | 09-APR-97 | BOOKS - ELWOOD |
| 016294 | 00243 | GARETH STEVENS | 13.95 | 09-APR-97 | BOOKS - SUMMITTIL |
| 016295 | 00244 | GROLIER EDUCATIONAL CORP. | 33.39 | 09-APR-97 | BOOKS - ELWOOD - JUV |
| 016296 | 00245 | HOME DECORATORS COLLECTION | 163.95 | 09-APR-97 | ATLANTA DIAMOND BENCH - FRAN |
| 016297 | 00246 | HORTON'S & SONS OF ELWOOD | 11.35 | 09-APR-97 | CUSTODIAL SUPPLIES |
| 016298 | 00247 | INDIANA-AMERICAN WATER CO.,I | 33.63 | 09-APR-97 | WATER - SUMMITTIL |

EXPENDITURES TO BE ALLOWED
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 06 APR 97

PAGE 2

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------|--------------|------------------------------|-----------------|------------|------------------------------|
| 016299 | 00248 | INDIANA GAS COMPANY | 77.46 | 09-APR-97 | GAS - FRANKTON |
| 016300 | 00249 | INDYNET | 15.00 | 09-APR-97 | SLIP CATALOG |
| 016301 | 00250 | JANE A. BECKLEY | 2000.00 | 09-APR-97 | LEASE PURCHASE / FRANKTON |
| 016302 | 00251 | K MART | 147.02 | 09-APR-97 | VIDEOS-SUPPLIES/ELW,FRANKTON |
| 016303 | 00252 | LIBRARY STORE INC., THE | 199.61 | 09-APR-97 | SUPPLIES - EQUIPMENT |
| 016304 | 00253 | LINDA KEMPER | 10.50 | 09-APR-97 | MILEAGE |
| 016305 | 00254 | MADISON COUNTY TREASURER | 25.00 | 09-APR-97 | DRAINAGE ASSESSMENT - 1ST IN |
| 016306 | 00255 | MARSH SUPERMARKET | 27.40 | 09-APR-97 | STORY TIME - SUPPLIES |
| 016307 | 00256 | MARVIN SAUBERT | 80.00 | 09-APR-97 | SNOW REMOVAL - SUMMITVILLE |
| 016308 | 00257 | MELISHA RUDD | 6.99 | 09-APR-97 | REFUND FOR LOST BOOK RETURN |
| 016309 | 00258 | NICHIE | 133.17 | 09-APR-97 | BOOKS - ELWOOD |
| 016310 | 00259 | MIDWEST EXCHANGE | 386.80 | 09-APR-97 | VIDEOS - ELWOOD, FRANKTON |
| 016311 | 00260 | NUNCIE OFFICE SUPPLY | 49.76 | 09-APR-97 | SUPPLIES - OFFICE |
| 016312 | 00261 | PITNEY BOWES | 100.35 | 09-APR-97 | POSTAGE METER RENTAL/03,06,0 |
| 016313 | 00262 | QUILL CORPORATION | 301.09 | 09-APR-97 | SUPPLIES - OFFICE |
| 016314 | 00263 | REVCO D.S., INC. | 36.33 | 09-APR-97 | SUPPLIES |
| 016315 | 00264 | RUFUS JESSIE | 60.00 | 09-APR-97 | TRASH PICKUP - SUMMITVILLE |
| 016316 | 00265 | SELECTFORM, INC. | 46.98 | 09-APR-97 | EMPLOYMENT APPLICATIONS |
| 016317 | 00266 | SOFTKEY INTERNATIONAL | 55.90 | 09-APR-97 | INFOPEdia & MULTIPEDIA - SUM |
| 016318 | 00267 | SPECIALTY STORE SERVICES, IN | 30.60 | 09-APR-97 | OPERATING SUPPLIES - ELWOOD |
| 016319 | 00268 | STANDARD & POOR'S CORPORATIO | 550.00 | 09-APR-97 | BOOKS - ELWOOD |
| 016320 | 00269 | STATE CHEMICAL MANUFACTURING | 130.97 | 09-APR-97 | CLEANING SUPPLIES - ELWOOD |
| 016321 | 00270 | TOWN OF FRANKTON | 72.35 | 09-APR-97 | UTILITIES - FRANKTON |
| 016322 | 00271 | UNIVERSITY MICROFILMS INTERN | 144.08 | 09-APR-97 | MICROFILMS |
| 016323 | 00272 | UNITOS RENTAL SERVICES | 37.00 | 09-APR-97 | CLEANING SUPPLIES - ELWOOD |
| 016324 | 00273 | UNIVERSITY BOOK SERVICE | 134.38 | 09-APR-97 | BOOKS - YOUNG ADULT - ELWOOD |
| 016325 | 00274 | WISING OFFICE PRODUCTS | 146.96 | 09-APR-97 | OFFICE SUPPLIES |
| 016326 | 00275 | EALWIN CONSTRUCTION COMPANY | 1950.00 | 09-APR-97 | COMPUTER CABINET - FRANKTON |
| 016327 | 00276 | CAROLYN LAMBERTSON | 51.08 | 09-APR-97 | PETTY CASH - SUMMITVILLE |
| 016328 | 00277 | RANSAY BUSINESS PRODUCTS | 232.27 | 09-APR-97 | SUPPLIES - SERVICE |
| 016329 | 00279 | AT&T | 10.89 | 09-APR-97 | PHONE - ELWOOD |
| 016330 | 00280 | GTE NORTH INDIANA OPERATIONS | 127.13 | 09-APR-97 | PHONE - FRANKTON |
| 016331 | 00281 | PUBLIC EMP. RETIREMENT FUND | 6344.54 | 09-APR-97 | QTRLY.P.E.R.F. PAYMENT 3/31/ |
| 016332 | 00282 | CINDA HORINE | 15.00 | 09-APR-97 | MILEAGE |
| 016333 | 00283 | CARTER ELECTRIC CO. INC OF I | 1475.00 | 09-APR-97 | INSTALL LINES FOR COMPUTERS |
| 016334 | 00284 | AUDIO VISUAL COMMUNICATIONS | 99.00 | 09-APR-97 | SERVICE AGREEMENT - APRIL |
| --TOTAL-- | | | 57741.71 | | |
| PRIOR MONTH TOTALS | | | 2010.58 | | |
| CURRENT MONTH TOTALS | | | 57741.71 | | |
| GRAND TOTALS | | | 59752.29 | | |

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 2 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 59752.29. DATED 09-APR-97.

Samuel Bolland

Barbara Abernathy

Sharon Pace

Branda J. Carey

Cecily J. Austin

Linda Sigmon

10 February 1997



North Madison County Public Library System Leasing Corporation
124 North 16th Street
Elwood, Indiana 46036-1598
Attention: Ms. Jan Helping

Total Architectural Development

INVOICE
REVISED
8 April 1997

North Madison County Public Library
IDG No. 950017

For Professional Services Rendered in Accordance
With Owner/Architect Agreement dated 31 March 1992

For Period 15 October 1996 to 10 February 1997

ADDITIONAL SERVICES

| | |
|--------------------------|--------------------|
| 3 December 1996 Request* | \$7,978.77 |
| 7 January 1997 Request* | <u>3,780.58</u> |
| SUBTOTAL BALANCE | \$11,759.35 |

Credit for Proposal Request #10 \$1,600.00

Total \$10,159.35

Your consideration of this request for Additional Services rendered is greatly appreciated.

*Refer to letter and back-up data of 10 February 1997 and 3 April 1997 correspondence.

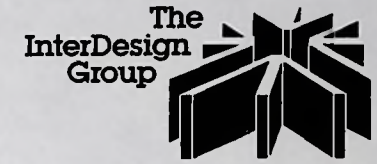
TOTAL AMOUNT DUE THIS INVOICE \$10,159.35

The InterDesign Group, Inc.

Joel P. Blum, AIA

The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46204
317/263-9655
Fax 317/263-9644

10 February 1997



North Madison County Public Library System Leasing Corporation
124 North 16th Street
Elwood, Indiana 46036-1598
Attention: Ms. Jan Helping

Total Architectural Development

INVOICE

North Madison County Public Library
IDG No. 950017

For Professional Services Rendered in Accordance
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ADDITIONAL SERVICES

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*Refer to letter and back-up data of 10 February 1997 correspondence.

TOTAL AMOUNT DUE THIS INVOICE \$11,759.35

The InterDesign Group, Inc.

Joel P. Blum, AIA

The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46204
317/263-9655
Fax 317/263-9644

Board of Trustees and
North Madison County Public Library System
Leasing Corporation
10 February 1997
Page Two

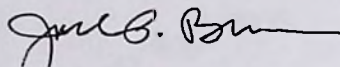


Total Architectural Development

To date, you have paid the fee invoiced for \$8,348.37. I am requesting your consideration to pay in full or in partial the \$11,759.35. My request is from the standpoint of our continued service to you since 1991 and I trust your satisfaction with our efforts to provide the services we promised, the follow-up needed and the efforts beyond contract in order to serve you and complete a meaningful project for you and the community.

If desired, I can answer any questions you may have and be in attendance at your next meeting scheduled for March 12, 1997. Thank you for your consideration of my request and hopefully payment for services.

Sincerely,
The InterDesign Group, Inc.


Joel P. Blum

/mp
Attachments

10 February 1997

Board of Trustees and
North Madison County Public Library System
Leasing Corporation
124 N. 16th Street
Elwood, Indiana 46036-1598

RE: Additional Time and Cost
3 December 1996 and 7 January 1997 The InterDesign Group Invoices

Dear Trustees and Leasing Corporation:

I am writing as follow-up to the above referenced invoices identifying additional time devoted to completing your new library from the Construction Administration Phase of our work. Each of the invoices identified the appropriated fee anticipated to provide services. During the completion of the new library, additional time had to be charged to complete the following:

December 1996

- Wood door stain review with supplier and contractor
- Shelving, end panels and canopy delivery issues
- Punch list assistance and meetings regarding completion
- Genealogy ceiling finish and acceptance
- Readiness for completion and dedication

January 1997

- Status of above December items listed
- Close out documentation needed
- Circulation desk and furniture follow-up
- Office follow-up phone calls and coordination

The above costs were reflected on each invoice attached for your reference, identifying actual services provided as follows:

| Invoice | Actual Service Provided | Fee Invoiced | Requested Balance Amount |
|-----------------|-------------------------|-----------------|--------------------------|
| 3 December 1996 | \$13,327.14 | \$5,348.37 | \$7,978.77 |
| 7 January 1997 | <u>6,780.58</u> | <u>3,000.00</u> | <u>3,780.58</u> |
| Totals | \$20,107.72 | \$8,348.37 | \$11,759.35 |

The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46204
317/263-9655
Fax 317/263-9644

NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM

CIRCULATION STATISTICS

April 9, 1997

| | 1996 MAR | 1997 MAR | AMOUNT OF CHANGE | % OF CHANGE | YTD |
|-----------------|-------------|-------------|---------------------|----------------|-------|
| ELWOOD | | | | | |
| ADULT | 2978 | 3713 | +735 | +25% | 9656 |
| JUV. | 2061 | 2525 | +464 | +23% | 7992 |
| Y.A. | 0 | 208 | +208 | +100% | 477 |
| PER. | 464 | 391 | -73 | -16% | 1073 |
| AUDIO | 132 | 181 | +49 | +37% | 407 |
| VIDIO | 1690 | 2890 | +1200 | +71% | 6835 |
| TOTAL | 7325 | 9908 | +2583 | +35% | 26440 |
| FRANKTON | | | | | |
| ADULT | 1161 | 1231 | +70 | +6% | 3304 |
| JUV. | 754 | 673 | -81 | -11% | 1774 |
| PER. | 188 | 232 | +44 | +23% | 573 |
| AUDIO | 0 | 7 | +7 | +100% | 27 |
| VIDEO | 928 | 975 | +47 | +5% | 3050 |
| TOTAL | 3031 | 3118 | +87 | +3% | 8728 |
| H'BAKER | | | | | |
| ADULT | 732 | 614 | -118 | -16% | 1740 |
| JUV. | 473 | 475 | +2 | 0% | 1324 |
| PER. | 161 | 99 | -62 | -39% | 336 |
| AUDIO | 0 | 0 | 0 | 0% | 5 |
| VIDEO | 649 | 552 | -97 | -15% | 1736 |
| TOTAL | 2015 | 1740 | -275 | -14% | 5141 |
| SYSTEM | | | | | |
| ADULT | 4871 | 5558 | +687 | +14% | 14700 |
| JUV. | 3288 | 3673 | +385 | +12% | 11090 |
| Y.A. | 0 | 208 | +208 | +100% | 477 |
| PER. | 813 | 722 | -91 | -11% | 1982 |
| AUDIO | 132 | 188 | +56 | +42% | 439 |
| VIDEO | 3267 | 4417 | +1150 | +35% | 11621 |
| TOTAL | 12371 | 14766 | +2395 | +19% | 40309 |

| | | | | |
|----------------------|----|--------------------|-------|-----------------|
| REFERENCE QUESTIONS | -- | 1190 | | |
| LIBRARIAN ASSISTANCE | -- | 384 | | |
| COMPUTER USAGE | -- | ELWOOD ADULT | 151 | ELWOOD JUV. 316 |
| PAIRON COUNT | -- | 9989 (ELWOOD ONLY) | | |
| PROGRAMS | | ELWOOD | F'TON | H'BAK |
| NUMBER OF ATTENDANCE | | 12 | 4 | 14 |
| | | 101 | 36 | 72 |

To: Linda Sizelove

From: Don Hill

Subject: REVISED BILLING FROM THE ARCHITECT

I am sorry that I will not be able to attend your meeting tonight.

If the subject of payment of the InterDesign Group bill comes up, would you please make the following comments concerning that bill:

- I. IDG has fulfilled the request to review and itemize the bill. They have reduced it by \$1600.00.
- II. IDG has acted in a straight-forward manner in all of its dealings with the library and has been a great help when we asked for it.
- III. IDG will make one more sizeable contribution to the library when they perform their nine-month warranty check to ensure that the contractor's warranty is holding good. This nine months check comes nine months after the final sign-off of the contractor and the library and allows the library to direct the contractor to correct any defects under the one-year warranty before the warranty period expires. This check by IDG comes at no additional charge but is part of the original contract price.

The Leasing Corporation will, of course, follow the Library Board of Trustee's wishes in this matter.

Thank you.

Don Hill

Wednesday April
Wednesday April 9, 1997

To: Linda Sigelone

From Don Hill

SUBJECT - REVISED BILLING FROM THE
ARCHITECTS.

I am sorry that I will not be able to attend your meeting tonight. If the subject of payment of the IDG bill comes up would you please make the following comments concerning that bill:

I IDG has fulfilled the request to review and itemize the bill. They have reduced it by \$1600.00

II IDG has acted in a straight forward manner in all of its dealings with the library and has been of a great help when we asked for it.

III Perhaps the IDG will make one more sizeable contribution to the library when it performs its

A nine month warranty check to ensure that the contractor warranty is holding good. This nine month check comes nine months after the final sign off of the contractors and library and allows the library to direct the contractor to correct any defects ~~and~~ under the one year warranty before the warranty period expires. This check by IDG comes at no additional charge but is part of the original contract price.

The leasing corporation ~~will~~ will of course follow ~~your~~ the library boards wishes in this matter.

Thank you,

Don Hill

Director's Report for April 9, 1997

FYI:

- Foot traffic totaled just shy of 10,000 for the month of March.
- Window blinds should arrive at Harper's sometime next week.
- Dedicated line installed in the Director's office for FAX/modem connection. E-mail address: "catalog@indy.net".
- TRUSTEE is a new listserv for public library trustees that serves as an on-line discussion forum and continuing education vehicle for public library trustees and directors. To subscribe to TRUSTEE, send a message to "majordomo@colosys.net" with the text "subscribe trustee."
--from *The Written Word*, Jan/Feb 97

Calendar:

- April 18 -- Meeting at Ball State Bracken Library re: District 8 Fall Conference.
- April 24 -- Program at State Library, Special Services Division, with Emily Davidson.
- May 3 -- Auction at Carnegie Building.
- May 10 -- Book Discussion Group -- featured selection "She's Come Undone."
- May 14 -- Board Meeting.
- May 21 -- Budget Clinic, Indianapolis, with Jan Helpling.
- May 26 -- Closed for Memorial Day.

North Madison County Public Library Condition survey

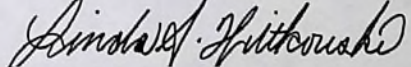
(The Millyard, J. Ottis Adams, continued)

Recommended treatment:

1. Full laboratory examination and photodocumentation.
2. Locally consolidate areas of active cleavage and flake loss with 12% Lascaux P550-40TB adhesive pending further treatment.
3. Remove surface dirt with a 1% solution of triammonium citrate in deionized water adjusted to pH 5.0-8.5.
4. Remove yellowed varnish layer with a solution of petroleum benzine / isopropanol / acetone.
5. Remove underlying dirt layer with abietic resin soap adjusted to pH 8.5
6. Temporarily remove painting from stretcher. Infuse back of canvas with 12% Lascaux P550-40TB adhesive. Attach linen strips along inner tacking edge with BEVA 371 adhesive film. Reattach painting to stretcher with copper tacks.
7. Construct passive solid support system from acid-free materials and insert it into the back of the painting.
8. Apply isolating varnish layer of 5% Acryloid B-72 in 1:1 xylene/toluene.
9. Locally fill losses with pigmented microcrystalline wax.
10. Inpaint where necessary with Bocour Magna Colors or LeFranc & Bourgeois Restoration Colors.
11. Apply final varnish layer of 5% Acryloid B-72 in 1:1 xylene/toluene.
12. Only if necessary, fit frame with protective plexiglass and wooden spacers and build up back of frame with wood.
13. Felt rabbet of frame. Return painting to frame.
14. Final report and photography.

Estimated Cost: Painting \$2,150 - 2,375
 Frame \$1,000 - 1,500

June 12, 1996


Linda A. Witkowski
Conservator of Paintings

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001
FAX (317) 552-0955

March 31, 1997

Mrs. Linda Sizelove
Elwood Public Library
Elwood, Indiana

Dear Mrs. Sizelove:

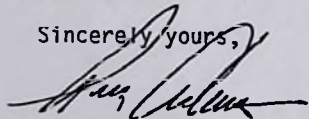
I submit to you proposed costs for the custom framing of the various items, submitted by you, for their display at the library.

Costs include frame mouldings, matting, glass, mounting and fitting and ready to hang, as follows:

| | |
|--|---------------|
| (12) old Elwood photos, (3) individual framings, each containing 4 photos @ \$211.00 each: | \$633.00 |
| (2) library stock certificates, (1) framing | 199.00 |
| Mrs. Wilkie post cards, (1) framing | 129.00 |
| (24) Elwood post cards, (4) framings, each containing 6 cards @ \$110.00 each: | <u>440.00</u> |
| Total | \$1,401.00 |

All materials and workmanship, as supplied by me, is guaranteed for one (1) year from date of delivery to you.

Sincerely yours,



Greg Adams
9053 W. Forest Dr.
Elwood, Indiana 46036

P.S. An initial deposit of \$300.00 will confirm this order.

PERSONNEL POLICY ^{Sp!} ADKNOWLEGEMENT

By my signature below, I acknowledge receipt of a copy of the December 1996 Personnel Policy handbook of the North Madison County Public Library System, and that this signed receipt will be retained in my personnel file. The handbook sets out general information as to the current personnel and employment policies and practices of the North Madison County Public Library System. I accept the information contained therein as a condition of my employment.

I further understand that the personnel policies and practices of the North Madison County Public Library System may be changed from time to time by the Board of Trustees at its sole discretion with or without notice. It is my continuing responsibility to understand and be familiar with any changes therein.

Employee's Signature _____

Date _____

APPROPRIATION REPORT
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 28 MAR 97

| ACNT # | DESCRIPTION | ANNUAL APPROPRIATION | CHANGE TO APPROPRIATION | CURRENT APPROPRIATION | DISBURSMENTS THIS MONTH | DISBURSMENTS YEAR-TO-DATE | APPROPRIATION BALANCE |
|--------|--------------------------------|----------------------|-------------------------|-----------------------|-------------------------|---------------------------|-----------------------|
| 411.1 | SALARY OF DIRECTOR | 27000.00 | .00 | 27000.00 | 2076.92 | 6230.76 | 20769.24 |
| 411.2 | SALARY OF ASSISTANTS | 249467.00 | .00 | 249467.00 | 17732.21 | 53199.84 | 196267.16 |
| 411.3 | SALARY OF JANITOR | 19000.00 | .00 | 19000.00 | 522.32 | 2261.73 | 16738.27 |
| 413.1 | EMPLOYERS SHARE - F.I.C.A. | 22606.00 | .00 | 22606.00 | 1555.31 | 5087.59 | 17518.41 |
| 413.3 | EMPLOYER'S CONTRIBUT.-P.E.R.F. | 22700.00 | .00 | 22700.00 | .00 | .00 | 22700.00 |
| 413.5 | EMPLOYER'S CONTRIB.-GROUP INS. | 4662.00 | .00 | 4662.00 | 418.36 | 1255.08 | 3406.92 |
| 413.7 | OTHER EMPLOYEE BENEFITS | 1500.00 | .00 | 1500.00 | .00 | 816.40 | 683.60 |
| 421.1 | OFFICIAL RECORDS | 1100.00 | .00 | 1100.00 | 703.24 | 857.71 | 242.29 |
| 421.3 | STATIONERY AND PRINTING | 750.00 | .00 | 750.00 | .00 | 119.85 | 630.15 |
| 421.9 | OTHER OFFICE SUPPLIES | 5500.00 | 2885.84 | 8385.84 | 404.48 | 2383.50 | 6002.34 |
| 422.1 | CLEANING & SANITATION SUPPLIES | 2200.00 | .00 | 2200.00 | 59.60 | 560.81 | 1639.19 |
| 422.3 | FUEL, OIL & LUBRICANTS | 50.00 | .00 | 50.00 | .00 | 8.00 | 42.00 |
| 422.9 | OTHER OPERATING SUPPLIES | 4500.00 | .00 | 4500.00 | 161.75 | 867.92 | 3632.08 |
| 423.1 | BUILDING MATERIALS & SUPPLIES | 500.00 | .00 | 500.00 | .00 | 63.08 | 436.92 |
| 423.3 | PAINT & PAINTING SUPPLIES | 100.00 | .00 | 100.00 | .00 | .00 | 100.00 |
| 423.5 | REPAIR PARTS | 500.00 | .00 | 500.00 | .00 | .00 | 500.00 |
| 429.1 | BOOK PROCESSING | 2500.00 | .00 | 2500.00 | 345.90 | 735.75 | 1764.25 |
| 429.2 | AUTOMATION | 36000.00 | .00 | 36000.00 | .00 | 3539.00 | 32461.00 |
| 431.1 | CONSULTING SERVICE | 1000.00 | .00 | 1000.00 | .00 | .00 | 1000.00 |
| 431.5 | LEGAL SERVICES | 5000.00 | .00 | 5000.00 | 131.25 | 131.25 | 4868.75 |
| 431.9 | OTHER PROFESSIONAL SERVICES | 8000.00 | 2076.29 | 10076.29 | 967.74 | 4274.27 | 5802.02 |
| 432.1 | TELEPHONE & TELEGRAPH | 7000.00 | .00 | 7000.00 | 575.41 | 1551.67 | 5448.33 |
| 432.3 | POSTAGE | 2100.00 | .00 | 2100.00 | 200.00 | 320.06 | 1779.94 |
| 432.5 | TRAVELING EXPENSE | 1000.00 | .00 | 1000.00 | 274.00 | 395.00 | 605.00 |
| 432.7 | PROFESSIONAL MEETINGS | 1200.00 | .00 | 1200.00 | .00 | 35.05 | 1164.95 |
| 433.1 | ADVERT. & PUBLICAT. OF NOTICES | 500.00 | .00 | 500.00 | 45.30 | 136.84 | 363.16 |
| 434.1 | OFFICIAL BONDS | 300.00 | .00 | 300.00 | .00 | .00 | 300.00 |
| 434.3 | OTHER INSURANCE | 9000.00 | .00 | 9000.00 | 108.00 | 108.00 | 8892.00 |
| 435.1 | GAS | 8000.00 | .00 | 8000.00 | 892.96 | 3296.01 | 4703.99 |
| 435.3 | ELECTRICITY | 12000.00 | .00 | 12000.00 | 1731.19 | 3331.38 | 8668.62 |
| 435.5 | WATER | 1000.00 | .00 | 1000.00 | .43 | 84.48 | 915.52 |
| 435.7 | WASTE DISPOSAL SERVICES | 600.00 | .00 | 600.00 | .73 | 49.56 | 550.44 |
| 436.1 | BUILDINGS & STRUCTURES | 500.00 | .00 | 500.00 | .00 | .00 | 500.00 |
| 436.3 | REPAIR OF EQUIPMENT | 1500.00 | .00 | 1500.00 | .00 | .00 | 1500.00 |
| 437.3 | EQUIPMENT- RENT | 1750.00 | .00 | 1750.00 | .00 | 13.00 | 1737.00 |
| 439.1 | DUES | 100.00 | .00 | 100.00 | 50.00 | 50.00 | 50.00 |
| 439.2 | TAXES & ASSESSMENTS | 300.00 | .00 | 300.00 | .00 | .00 | 300.00 |
| 439.7 | TRANS.TO LIBR.IMPROV.RES.FUND | 5000.00 | .00 | 5000.00 | .00 | .00 | 5000.00 |
| 441 | LAND, BLDG..IMPROVE.OTHER THAN | 24000.00 | .00 | 24000.00 | 2993.00 | 6993.00 | 17007.00 |
| 442 | FURNITURE AND EQUIPMENT | 12000.00 | 5563.44 | 17563.44 | 3105.84 | 7183.42 | 10380.02 |
| 443.1 | ELWOOD ADULT | 25000.00 | .00 | 25000.00 | 2019.18 | 4813.49 | 20186.51 |
| 443.3 | ELWOOD CHILDRENS | 9000.00 | .00 | 9000.00 | 474.96 | 542.41 | 8457.59 |
| 443.5 | FRANKTON | 12000.00 | .00 | 12000.00 | 993.94 | 2687.71 | 9312.29 |
| 443.7 | SUMMITVILLE | 12000.00 | 650.00 | 12650.00 | 1564.25 | 3731.78 | 8918.22 |
| 443.8 | YOUNG ADULT | 2000.00 | .00 | 2000.00 | 69.45 | 124.53 | 1875.47 |
| 444 | PERIODICALS & NEWSPAPER | 6700.00 | .00 | 6700.00 | 15.00 | 416.47 | 6283.53 |
| 445.1 | ELWOOD | 4000.00 | .00 | 4000.00 | 142.55 | 883.26 | 3116.74 |
| 445.3 | FRANKTON | 2000.00 | .00 | 2000.00 | 224.15 | 429.35 | 1570.65 |

*1375.00
 1950.00
 1000.00
 4325.00*

FINANCIAL REPORT BY FUND
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 28 MAR 97

| FUND # | DESCRIPTION | BEGINNING BALANCE | RECEIPTS THIS MONTH | RECEIPTS YEAR-TO-DATE | DISBURSMENTS THIS MONTH | DISBURSMENTS YEAR-TO-DATE | BALANCE |
|----------------------------|---------------------------|-------------------|---------------------|-----------------------|-------------------------|---------------------------|-----------|
| 100 | OPERATING | 142831.77 | 9918.19 | 30327.09 | 30675.99 | 114685.58 | 122073.97 |
| 103 | LEVY EXCESS FUND | .00 | .00 | .00 | .00 | 5252.00 | .00 |
| 105 | OPERATING FUND INVESTMENT | .00 | .00 | .00 | .00 | .00 | .00 |
| 107 | PLAC | 90.95 | 1.00 | 34.95 | 60.00 | 60.00 | 31.95 |
| 110 | LIRF INVESTMENT | .00 | .00 | .00 | .00 | .00 | .00 |
| 115 | LIRF | 15363.05 | .00 | 5000.00 | .00 | .00 | 15363.05 |
| 120 | GIFT | 21618.40 | .00 | 5491.00 | 389.00 | 1619.54 | 21229.40 |
| 121 | SUMMITVILLE LIBRARY FUND | .00 | .00 | .00 | .00 | .00 | .00 |
| 125 | MEMORIAL | 1217.91 | .00 | 110.00 | 47.45 | 47.45 | 1170.46 |
| 130 | CONSTRUCTION FUND | 18442.15 | .00 | .00 | .00 | .00 | 18442.15 |
| WITHHOLDINGS FROM PAYROLLS | | | | | | | |
| 200.01 | FEDERAL TAX | 368.22 | .00 | .00 | .00 | -368.22 | 368.22 |
| 200.02 | FICA | -.03 | .00 | .00 | .00 | .00 | -.03 |
| 200.03 | STATE TAX | .00 | .00 | .00 | .00 | .00 | .00 |
| 200.04 | COUNTY TAX | .00 | .00 | .00 | .00 | .00 | .00 |
| 200.05 | PERF | 1047.77 | .00 | .00 | -538.36 | -1586.13 | 1586.13 |
| 200.06 | CREDIT UNION | .00 | .00 | .00 | .00 | .00 | .00 |
| 200.07 | ANNUITY | .00 | .00 | .00 | .00 | .00 | .00 |
| 200.08 | INSURANCE | .00 | .00 | .00 | .00 | .00 | .00 |
| -TOTAL ALL FUNDS- | | 200980.19 | 9919.19 | 40963.04 | 30634.08 | 119710.22 | 180265.30 |

APPROPRIATION REPORT
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 28 MAR 97

| OPERATING ACNT # | DESCRIPTION | ANNUAL APPROPRIATION | CHANGE TO APPROPRIATION | CURRENT APPROPRIATION | DISBURSMENTS THIS MONTH | DISBURSMENTS YEAR-TO-DATE | APPROPRIATION BALANCE |
|---------------------|-------------|-------------------------|----------------------------|--------------------------|----------------------------|------------------------------|--------------------------|
| 445.5 | SUMMITVILLE | 2000.00 | .00 | 2000.00 | 116.57 | 116.57 | 1883.43 |
| | -TOTAL- | 577185.00 | 11175.57 | 588360.57 | 40675.99 | 119685.58 | 468674.99 |

REGISTER OF RECEIPTS
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 28 MAR 97

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| DATE RECEIVED | RECEIPT NUMBER | NAME | OFFICE/DEPARTMENT/FUND | AMOUNT OF RECEIPT | EXPLANATION |
|------------------|-------------------|-------------------------|---|----------------------|-----------------------------|
| 01 MAR 97 | 0075 | BARBARA MCADAMS | RECT#1032 341.1 OPERATING/FINES | -65.25 | FINES & FEES |
| 01 MAR 97 | 0075 | BARBARA MCADAMS | RECT#1032 341.3 OPERATING/FAX MACHINE | -21.00 | FINES & FEES |
| 01 MAR 97 | 0075 | BARBARA MCADAMS | RECT#1032 342.1 OPERATING/COPY MACHINE | -91.60 | FINES & FEES |
| 01 MAR 97 | 0075 | BARBARA MCADAMS | RECT#1032 360.1 OPERATING/INTER-LIBRARY LOAN | -4.61 | FINES & FEES |
| 01 MAR 97 | 0075 | BARBARA MCADAMS | RECT#1032 341.8 OPERATING/LOST CARD FEE | -4.00 | FINES & FEES |
| 01 MAR 97 | 0076 | CAROLYN LAMBERTSON | REF1032 341.1 OPERATING/FINES | 65.25 | CORR.NAME - FINES & FEES |
| 01 MAR 97 | 0076 | CAROLYN LAMBERTSON | REF1032 341.3 OPERATING/FAX MACHINE | 21.00 | CORR.NAME - FINES & FEES |
| 01 MAR 97 | 0076 | CAROLYN LAMBERTSON | REF1032 342.1 OPERATING/COPY MACHINE | 91.60 | CORR.NAME - FINES & FEES |
| 01 MAR 97 | 0076 | CAROLYN LAMBERTSON | REF1032 360.1 OPERATING/INTER-LIBRARY LOAN | 4.61 | CORR.NAME - FINES & FEES |
| 01 MAR 97 | 0076 | CAROLYN LAMBERTSON | REF1032 341.8 OPERATING/LOST CARD FEE | 4.00 | CORR.NAME - FINES & FEES |
| 03 MAR 97 | 0077 | DAWN MOORE | RECT #1036 341.1 OPERATING/FINES | 8.10 | FINES AND FEES |
| 03 MAR 97 | 0077 | DAWN MOORE | RECT #1036 341.3 OPERATING/FAX MACHINE | 2.20 | FINES AND FEES |
| 03 MAR 97 | 0077 | DAWN MOORE | RECT #1036 342.1 OPERATING/COPY MACHINE | 19.80 | FINES AND FEES |
| 03 MAR 97 | 0077 | DAWN MOORE | RECT #1036 341.4 OPERATING/EQUIPMENT RENTAL | 4.00 | FINES AND FEES |
| 03 MAR 97 | 0078 | EMILY DAVIDSON | RECT # 1037 341.1 OPERATING/FINES | 20.00 | FINES AND FEES |
| 03 MAR 97 | 0078 | EMILY DAVIDSON | RECT # 1037 341.3 OPERATING/FAX MACHINE | 5.50 | FINES AND FEES |
| 03 MAR 97 | 0078 | EMILY DAVIDSON | RECT # 1037 342.1 OPERATING/COPY MACHINE | 8.10 | FINES AND FEES |
| 03 MAR 97 | 0078 | EMILY DAVIDSON | RECT # 1037 341.8 OPERATING/LOST CARD FEE | 1.00 | FINES AND FEES |
| 03 MAR 97 | 0079 | HATL CITY BANK | RECT # 1038 360.2 OPERATING/PROPERTY RENTAL | 500.00 | RENTAL OF FRANKTON BUILDING |
| 04 MAR 97 | 0080 | DAWN MOORE | RECT #1039 341.1 OPERATING/FINES | 25.20 | FINES AND FEES |
| 04 MAR 97 | 0080 | DAWN MOORE | RECT #1039 341.3 OPERATING/FAX MACHINE | 9.00 | FINES AND FEES |
| 04 MAR 97 | 0080 | DAWN MOORE | RECT #1039 342.1 OPERATING/COPY MACHINE | 15.20 | FINES AND FEES |
| 04 MAR 97 | 0080 | DAWN MOORE | RECT #1039 342.2 OPERATING/READER PRINTER COPIES | .80 | FINES AND FEES |
| 04 MAR 97 | 0080 | DAWN MOORE | RECT #1039 360.1 OPERATING/INTER-LIBRARY LOAN | 7.54 | FINES AND FEES |
| 04 MAR 97 | 0080 | DAWN MOORE | RECT #1039 364.1 OPERATING/DONATIONS | 2.30 | FINES AND FEES |
| 05 MAR 97 | 0081 | EMILY DAVIDSON | RECT # 1040 341.1 OPERATING/FINES | 62.70 | FINES AND FEES |
| 05 MAR 97 | 0081 | EMILY DAVIDSON | RECT # 1040 341.3 OPERATING/FAX MACHINE | 8.40 | FINES AND FEES |
| 05 MAR 97 | 0081 | EMILY DAVIDSON | RECT # 1040 341.6 OPERATING/LOST-DAMAGED OR SALE | 6.99 | FINES AND FEES |
| 05 MAR 97 | 0081 | EMILY DAVIDSON | RECT # 1040 341.7 OPERATING/LAMINATION | 1.78 | FINES AND FEES |
| 05 MAR 97 | 0081 | EMILY DAVIDSON | RECT # 1040 342.1 OPERATING/COPY MACHINE | 13.90 | FINES AND FEES |
| 05 MAR 97 | 0081 | EMILY DAVIDSON | RECT # 1040 341.8 OPERATING/LOST CARD FEE | 2.00 | FINES AND FEES |
| 05 MAR 97 | 0082 | WORLD BOOK ENCYCLOPEDIA | #1041 396 OPERATING/REFUNDS | 650.00 | DUPLICATE PAYMENT |
| 05 MAR 97 | 0083 | TREA MADISON CO | # 1042 312.3 OPERATING/COIT | 7380.00 | CO-OPTION TAX |
| 06 MAR 97 | 0084 | SHARON FOUTS | RECT # 1043 341.1 OPERATING/FINES | 5.00 | FINES AND FEES |
| 06 MAR 97 | 0084 | SHARON FOUTS | RECT # 1043 342.1 OPERATING/COPY MACHINE | .40 | FINES AND FEES |
| 06 MAR 97 | 0085 | EMILY DAVIDSON | RECT # 1044 341.1 OPERATING/FINES | 4.20 | FINES AND FEES |
| 06 MAR 97 | 0085 | EMILY DAVIDSON | RECT # 1044 341.3 OPERATING/FAX MACHINE | 6.20 | FINES AND FEES |
| 06 MAR 97 | 0085 | EMILY DAVIDSON | RECT # 1044 342.1 OPERATING/COPY MACHINE | 23.70 | FINES AND FEES |
| 06 MAR 97 | 0085 | EMILY DAVIDSON | RECT # 1044 342.2 OPERATING/READER PRINTER COPIES | 3.80 | FINES AND FEES |
| 10 MAR 97 | 0086 | DAWN MOORE | RECT # 1045 341.1 OPERATING/FINES | 2.40 | FINES AND FEES |
| 10 MAR 97 | 0086 | DAWN MOORE | RECT # 1045 341.3 OPERATING/FAX MACHINE | 2.20 | FINES AND FEES |
| 10 MAR 97 | 0086 | DAWN MOORE | RECT # 1045 341.7 OPERATING/LAMINATION | 1.00 | FINES AND FEES |
| 10 MAR 97 | 0086 | DAWN MOORE | RECT # 1045 342.1 OPERATING/COPY MACHINE | 10.75 | FINES AND FEES |
| 10 MAR 97 | 0086 | DAWN MOORE | RECT # 1045 342.2 OPERATING/READER PRINTER COPIES | .40 | FINES AND FEES |
| 10 MAR 97 | 0086 | DAWN MOORE | RECT # 1045 341.8 OPERATING/LOST CARD FEE | 1.00 | FINES AND FEES |
| 10 MAR 97 | 0087 | DAWN MOORE | RECT # 1046 341.1 OPERATING/FINES | 3.60 | FINES AND FEES |
| 10 MAR 97 | 0087 | DAWN MOORE | RECT # 1046 341.3 OPERATING/FAX MACHINE | 6.40 | FINES AND FEES |

REGISTER OF RECEIPTS
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 28 MAR 97

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| DATE RECEIVED | RECEIPT NUMBER | NAME | OFFICE/DEPARTMENT/FUND | AMOUNT OF RECEIPT | EXPLANATION |
|---------------|----------------|-------------------|------------------------|-------------------|---------------------------------|
| 10 MAR 97 | 0087 | DAWN MOORE | RECT # 1046 | 342.1 | OPERATING/COPY MACHINE |
| 10 MAR 97 | 0088 | DAWN MOORE | RECT # 1047 | 341.1 | OPERATING/FINES |
| 10 MAR 97 | 0088 | DAWN MOORE | RECT # 1047 | 341.3 | OPERATING/FAX MACHINE |
| 10 MAR 97 | 0088 | DAWN MOORE | RECT # 1047 | 341.7 | OPERATING/LAMINATION |
| 10 MAR 97 | 0088 | DAWN MOORE | RECT # 1047 | 342.1 | OPERATING/COPY MACHINE |
| 10 MAR 97 | 0088 | DAWN MOORE | RECT # 1047 | 360.1 | OPERATING/INTER-LIBRARY LOAN |
| 21 MAR 97 | 0089 | DAWN MOORE | RECT.#1048 | 341.1 | OPERATING/FINES |
| 21 MAR 97 | 0089 | DAWN MOORE | RECT.#1048 | 341.3 | OPERATING/FAX MACHINE |
| 21 MAR 97 | 0089 | DAWN MOORE | RECT.#1048 | 342.1 | OPERATING/COPY MACHINE |
| 21 MAR 97 | 0090 | DAWN MOORE | RECT.#1050 | 341.1 | OPERATING/FINES |
| 21 MAR 97 | 0090 | DAWN MOORE | RECT.#1050 | 341.3 | OPERATING/FAX MACHINE |
| 21 MAR 97 | 0090 | DAWN MOORE | RECT.#1050 | 341.7 | OPERATING/LAMINATION |
| 21 MAR 97 | 0090 | DAWN MOORE | RECT.#1050 | 342.1 | OPERATING/COPY MACHINE |
| 21 MAR 97 | 0090 | DAWN MOORE | RECT.#1050 | 341.8 | OPERATING/LOST CARD FEE |
| 21 MAR 97 | 0091 | JANET BLANKENSHIP | RECT#1069 | 341.1 | OPERATING/FINES |
| 21 MAR 97 | 0091 | JANET BLANKENSHIP | RECT#1069 | 341.3 | OPERATING/FAX MACHINE |
| 21 MAR 97 | 0091 | JANET BLANKENSHIP | RECT#1069 | 341.7 | OPERATING/LAMINATION |
| 21 MAR 97 | 0091 | JANET BLANKENSHIP | RECT#1069 | 342.1 | OPERATING/COPY MACHINE |
| 21 MAR 97 | 0091 | JANET BLANKENSHIP | RECT#1069 | 341.8 | OPERATING/LOST CARD FEE |
| 21 MAR 97 | 0092 | DAWN MOORE | RECT.#1063 | 341.1 | OPERATING/FINES |
| 21 MAR 97 | 0092 | DAWN MOORE | RECT.#1063 | 341.3 | OPERATING/FAX MACHINE |
| 21 MAR 97 | 0092 | DAWN MOORE | RECT.#1063 | 342.1 | OPERATING/COPY MACHINE |
| 21 MAR 97 | 0092 | DAWN MOORE | RECT.#1063 | 341.8 | OPERATING/LOST CARD FEE |
| 21 MAR 97 | 0093 | SHARON FOUTS | RECT.#1064 | 341.1 | OPERATING/FINES |
| 21 MAR 97 | 0093 | SHARON FOUTS | RECT.#1064 | 342.1 | OPERATING/COPY MACHINE |
| 21 MAR 97 | 0093 | SHARON FOUTS | RECT.#1064 | 364.1 | OPERATING/DONATIONS |
| 21 MAR 97 | 0094 | JANET BLANKENSHIP | RECT#1065 | 341.1 | OPERATING/FINES |
| 21 MAR 97 | 0094 | JANET BLANKENSHIP | RECT#1065 | 341.3 | OPERATING/FAX MACHINE |
| 21 MAR 97 | 0094 | JANET BLANKENSHIP | RECT#1065 | 342.1 | OPERATING/COPY MACHINE |
| 21 MAR 97 | 0094 | JANET BLANKENSHIP | RECT#1065 | 342.2 | OPERATING/READER PRINTER COPIES |
| 21 MAR 97 | 0094 | JANET BLANKENSHIP | RECT#1065 | 360.1 | OPERATING/INTER-LIBRARY LOAN |
| 21 MAR 97 | 0095 | EMILY DAVIDSON | RECT.#1066 | 341.1 | OPERATING/FINES |
| 21 MAR 97 | 0095 | EMILY DAVIDSON | RECT.#1066 | 341.3 | OPERATING/FAX MACHINE |
| 21 MAR 97 | 0095 | EMILY DAVIDSON | RECT.#1066 | 342.1 | OPERATING/COPY MACHINE |
| 21 MAR 97 | 0095 | EMILY DAVIDSON | RECT.#1066 | 341.8 | OPERATING/LOST CARD FEE |
| 21 MAR 97 | 0096 | EMILY DAVIDSON | RECT#1067 | 341.1 | OPERATING/FINES |
| 21 MAR 97 | 0096 | EMILY DAVIDSON | RECT#1067 | 341.7 | OPERATING/LAMINATION |
| 21 MAR 97 | 0096 | EMILY DAVIDSON | RECT#1067 | 342.1 | OPERATING/COPY MACHINE |
| 21 MAR 97 | 0096 | EMILY DAVIDSON | RECT#1067 | 342.2 | OPERATING/READER PRINTER COPIES |
| 21 MAR 97 | 0097 | JANET BLANKENSHIP | RECT#1068 | 341.1 | OPERATING/FINES |
| 21 MAR 97 | 0097 | JANET BLANKENSHIP | RECT#1068 | 341.6 | OPERATING/LOST,DAMAGED OR SALE |
| 21 MAR 97 | 0097 | JANET BLANKENSHIP | RECT#1068 | 342.1 | OPERATING/COPY MACHINE |
| 21 MAR 97 | 0097 | JANET BLANKENSHIP | RECT#1068 | 342.2 | OPERATING/READER PRINTER COPIES |
| 21 MAR 97 | 0098 | SHARON FOUTS | RECT#1070 | 341.1 | OPERATING/FINES |
| 21 MAR 97 | 0098 | SHARON FOUTS | RECT#1070 | 341.6 | OPERATING/LOST,DAMAGED OR SALE |
| 21 MAR 97 | 0098 | SHARON FOUTS | RECT#1070 | 342.1 | OPERATING/COPY MACHINE |
| 21 MAR 97 | 0099 | EMILY DAVIDSON | RECT#1071 | 341.1 | OPERATING/FINES |

REGISTER OF RECEIPTS
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 28 MAR 97

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| DATE RECEIVED | RECEIPT NUMBER | NAME | OFFICE/DEPARTMENT/FUND | AMOUNT OF RECEIPT | EXPLANATION |
|---------------|----------------|-----------------|------------------------|---------------------------------|---------------------------------|
| 21 MAR 97 | 0099 | EMILY DAVIDSON | RECT#1071 | 341.3 | OPERATING/FAX MACHINE |
| 21 MAR 97 | 0099 | EMILY DAVIDSON | RECT#1071 | 341.6 | OPERATING/LOST,DAMAGED OR SALE |
| 21 MAR 97 | 0099 | EMILY DAVIDSON | RECT#1071 | 342.1 | OPERATING/COPY MACHINE |
| 21 MAR 97 | 0099 | EMILY DAVIDSON | RECT#1071 | 341.5 | PLAC/PLAC |
| 21 MAR 97 | 0100 | DAWN MOORE | RECT#1072 | 341.1 | OPERATING/FINES |
| 21 MAR 97 | 0100 | DAWN MOORE | RECT#1072 | 341.3 | OPERATING/FAX MACHINE |
| 21 MAR 97 | 0100 | DAWN MOORE | RECT#1072 | 342.1 | OPERATING/COPY MACHINE |
| 21 MAR 97 | 0100 | DAWN MOORE | RECT#1072 | 342.2 | OPERATING/READER PRINTER COPIES |
| 21 MAR 97 | 0101 | HUNTINGTON BANK | 361 | OPERATING/INTEREST ON INVESTMEN | |

REGISTER OF RECEIPTS
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 28 MAR 97

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| DATE RECEIVED | RECEIPT NUMBER | NAME | OFFICE/DEPARTMENT/FUND | AMOUNT OF RECEIPT | EXPLANATION |
|---------------|----------------|------------------------------|------------------------|---------------------------------|---------------------------------|
| 21 MAR 97 | 0099 | EMILY DAVIDSON | RECT#1071 | 341.3 | OPERATING/FAX MACHINE |
| 21 MAR 97 | 0099 | EMILY DAVIDSON | RECT#1071 | 341.6 | OPERATING/LOST,DAMAGED OR SALE |
| 21 MAR 97 | 0099 | EMILY DAVIDSON | RECT#1071 | 342.1 | OPERATING/COPY MACHINE |
| 21 MAR 97 | 0099 | EMILY DAVIDSON | RECT#1071 | 341.5 | PLAC/PLAC |
| 21 MAR 97 | 0100 | DAWN MOORE | RECT#1072 | 341.1 | OPERATING/FINES |
| 21 MAR 97 | 0100 | DAWN MOORE | RECT#1072 | 341.3 | OPERATING/FAX MACHINE |
| 21 MAR 97 | 0100 | DAWN MOORE | RECT#1072 | 342.1 | OPERATING/COPY MACHINE |
| 21 MAR 97 | 0100 | DAWN MOORE | RECT#1072 | 342.2 | OPERATING/READER PRINTER COPIES |
| 21 MAR 97 | 0101 | HUNTINGTON BANK | 361 | OPERATING/INTEREST ON INVESTMEN | |
| 21 MAR 97 | 0101 | HUNTINGTON BANK | 361 | OPERATING/INTEREST ON INVESTMEN | |
| 21 MAR 97 | 0102 | COMMUNITY BANK - SUMMITVILLE | 361 | OPERATING/INTEREST ON INVESTMEN | |
| 21 MAR 97 | 0102 | COMMUNITY BANK - SUMMITVILLE | 361 | OPERATING/INTEREST ON INVESTMEN | |
| 24 MAR 97 | 0103 | WENDY NEHRBASS | 341.1 | OPERATING/FINES | |
| 24 MAR 97 | 0103 | WENDY NEHRBASS | 341.3 | OPERATING/FAX MACHINE | |
| 24 MAR 97 | 0103 | WENDY NEHRBASS | 341.7 | OPERATING/LAMINATION | |
| 24 MAR 97 | 0103 | WENDY NEHRBASS | 342.1 | OPERATING/COPY MACHINE | |
| 24 MAR 97 | 0103 | WENDY NEHRBASS | 342.2 | OPERATING/READER PRINTER COPIES | |
| 24 MAR 97 | 0104 | DAWN MOORE | 341.1 | OPERATING/FINES | |
| 24 MAR 97 | 0104 | DAWN MOORE | 341.3 | OPERATING/FAX MACHINE | |
| 24 MAR 97 | 0104 | DAWN MOORE | 342.1 | OPERATING/COPY MACHINE | |
| 24 MAR 97 | 0104 | DAWN MOORE | 342.2 | OPERATING/READER PRINTER COPIES | |
| 24 MAR 97 | 0105 | JANET BLANKENSHIP | 341.1 | OPERATING/FINES | |
| 24 MAR 97 | 0105 | JANET BLANKENSHIP | 341.3 | OPERATING/FAX MACHINE | |
| 24 MAR 97 | 0105 | JANET BLANKENSHIP | 342.1 | OPERATING/COPY MACHINE | |
| 24 MAR 97 | 0105 | JANET BLANKENSHIP | 342.2 | OPERATING/READER PRINTER COPIES | |
| 24 MAR 97 | 0105 | JANET BLANKENSHIP | 341.8 | OPERATING/LOST CARD FEE | |
| 24 MAR 97 | 0105 | JANET BLANKENSHIP | 364.1 | OPERATING/DONATIONS | |
| 25 MAR 97 | 0106 | BARBARA MCADAMS | 341.1 | OPERATING/FINES | |
| 25 MAR 97 | 0106 | BARBARA MCADAMS | 341.3 | OPERATING/FAX MACHINE | |
| 25 MAR 97 | 0106 | BARBARA MCADAMS | 341.6 | OPERATING/LOST,DAMAGED OR SALE | |
| 25 MAR 97 | 0106 | BARBARA MCADAMS | 341.7 | OPERATING/LAMINATION | |
| 25 MAR 97 | 0106 | BARBARA MCADAMS | 342.1 | OPERATING/COPY MACHINE | |
| 25 MAR 97 | 0106 | BARBARA MCADAMS | 341.8 | OPERATING/LOST CARD FEE | |
| 26 MAR 97 | 0107 | EMILY DAVIDSON | 341.6 | OPERATING/LOST,DAMAGED OR SALE | |
| 25 MAR 97 | 0108 | DAWN MOORE | 341.1 | OPERATING/FINES | |
| 25 MAR 97 | 0108 | DAWN MOORE | 341.3 | OPERATING/FAX MACHINE | |
| 25 MAR 97 | 0108 | DAWN MOORE | 341.7 | OPERATING/LAMINATION | |
| 25 MAR 97 | 0108 | DAWN MOORE | 342.1 | OPERATING/COPY MACHINE | |
| 25 MAR 97 | 0108 | DAWN MOORE | 342.2 | OPERATING/READER PRINTER COPIES | |
| 25 MAR 97 | 0108 | DAWN MOORE | 341.8 | OPERATING/LOST CARD FEE | |
| 27 MAR 97 | 0109 | SHARON FOUTS | 341.1 | OPERATING/FINES | |
| 27 MAR 97 | 0109 | SHARON FOUTS | 342.1 | OPERATING/COPY MACHINE | |
| 27 MAR 97 | 0110 | DAWN MOORE | 341.1 | OPERATING/FINES | |
| 27 MAR 97 | 0110 | DAWN MOORE | 341.3 | OPERATING/FAX MACHINE | |
| 27 MAR 97 | 0110 | DAWN MOORE | 341.7 | OPERATING/LAMINATION | |
| 27 MAR 97 | 0110 | DAWN MOORE | 342.1 | OPERATING/COPY MACHINE | |
| 27 MAR 97 | 0110 | DAWN MOORE | 360.1 | OPERATING/INTER-LIBRARY LOAN | |

REGISTER OF RECEIPTS
 NORTH MADISON COUNTY PUBLIC LIBRARY
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 28 MAR 97

| DATE RECEIVED | RECEIPT NUMBER | NAME | OFFICE/DEPARTMENT/FUND | AMOUNT OF RECEIPT | EXPLANATION |
|------------------------------|----------------|--------------------|------------------------------------|-------------------|----------------|
| 24 MAR 97 | 0111 | DAWN MOORE | 341.1 OPERATING/FINES | 3.10 | FINES AMR FEES |
| 28 MAR 97 | 0111 | DAWN MOORE | 341.3 OPERATING/FAX MACHINE | 1.00 | FINES AND FEES |
| 28 MAR 97 | 0111 | DAWN MOORE | 342.1 OPERATING/COPY MACHINE | 22.80 | FINES AND FEES |
| 28 MAR 97 | 0111 | DAWN MOORE | 360.1 OPERATING/INTER-LIBRARY LOAN | 1.53 | FINES AND FEES |
| 28 MAR 97 | 0112 | CAROLYN LAMBERTSON | 341.1 OPERATING/FINES | 54.20 | FINES AND FEES |
| 28 MAR 97 | 0112 | CAROLYN LAMBERTSON | 341.3 OPERATING/FAX MACHINE | 18.40 | FINES AND FEES |
| 28 MAR 97 | 0112 | CAROLYN LAMBERTSON | 342.1 OPERATING/COPY MACHINE | 96.10 | FINES AND FEES |
| 28 MAR 97 | 0112 | CAROLYN LAMBERTSON | 360.1 OPERATING/INTER-LIBRARY LOAN | 3.06 | FINES AND FEES |
| 28 MAR 97 | 0112 | CAROLYN LAMBERTSON | 341.8 OPERATING/LOST CARD FEE | 1.00 | FINES AND FEES |
| 28 MAR 97 | 0112 | CAROLYN LAMBERTSON | 341.2 OPERATING/MATERIAL | 1.50 | FINES AND FEES |
| --TOTAL AMOUNT OF RECEIPTS-- | | | | 9919.19 | |

CHECK REGISTER
 NORTH MADISON COUNTY PUBLIC LIBRARY
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 28 MAR 97

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|------------------------------|
| VOID | 00161 | CENTRAL IND.COMPUTER CONSULT | 270.74 | 12-MAR-97 | SER / MISC 12/1/96-12/31 |
| XXXXXXX | 00216 | STAR FINANCIAL BANK | -10000.00 | 25-MAR-97 | TO CORRECT WRONG ENTRY |
| PAYROLL | 00207 | PAYROLL | 10083.39 | 19-MAR-97 | CHECKS 004321-004340 |
| PAYROLL | 00144 | PAYROLL DEDUCTIONS | -4541.25 | 05-MAR-97 | CHECKS 004301-004319 |
| PAYROLL | 00151 | PAYROLL DEDUCTIONS | -20.99 | 06-MAR-97 | CHECKS 004320-004320 |
| PAYROLL | 00208 | PAYROLL DEDUCTIONS | -4506.66 | 19-MAR-97 | CHECKS 004321-004340 |
| PAYROLL | 00150 | PAYROLL | 67.20 | 06-MAR-97 | CHECKS 004320-004320 |
| PAYROLL | 00143 | PAYROLL | 10180.86 | 05-MAR-97 | CHECKS 004301-004319 |
| 016197 | 00145 | STAR FINANCIAL BANK | 2704.91 | 05-MAR-97 | PICA & FED. TAX - P/R 3-5-97 |
| 016198 | 00146 | MADISON COUNTY SCHOOL EMPLOY | 1489.20 | 05-MAR-97 | CREDIT UNION DEDUC.P/R 3-5-9 |
| 016199 | 00147 | INDIANA DEFERRED COMPENSATIO | 298.00 | 05-MAR-97 | DEDUCTIONS - P/R 3-5-97 |
| 016200 | 00148 | INDIANA STATE LIBRARY | 60.00 | 05-MAR-97 | PLAC CARDS SOLD 4TH QTR.1996 |
| 016201 | 00149 | GREG ADAMS | 300.00 | 05-MAR-97 | FRAMEWORK DEPOSIT - LIBR.PIC |
| 016202 | 00152 | AMERITECH | 430.01 | 12-MAR-97 | TELE. - SUMMITVILLE & ELWOOD |
| 016203 | 00153 | ANDERSON NEWSPAPERS INC. | 45.30 | 12-MAR-97 | AD-1-31-97 |
| 016204 | 00154 | AUDIO VISUAL COMMUNICATIONS | 297.00 | 12-MAR-97 | SERV. AGREE FOR JAN.,FEB. & |
| 016205 | 00155 | BARBARA WCADAMS | 24.25 | 12-MAR-97 | MILEAGE |
| 016206 | 00156 | BAUERS | 2.49 | 12-MAR-97 | SUPPLIES - FRANKTON |
| 016207 | 00157 | BINGHAM, FARRER & WILSON | 131.25 | 12-MAR-97 | LEGAL SERVICES |
| 016208 | 00158 | BLACKBIRCH MARKETING, INC | 175.45 | 12-MAR-97 | BOOKS - SUMMITVILLE |
| 016209 | 00159 | A E BOYCE CO INC | 703.24 | 12-MAR-97 | OFFICE SUPPLIES |
| 016210 | 00160 | BURNETTE - DELLINGER INC. | 108.00 | 12-MAR-97 | COMM. CRIME POL |
| 016211 | 00162 | CRAIG ROOFING COMPANY | 993.00 | 12-MAR-97 | ROOF PATCH - FRANKTON |
| 016212 | 00163 | DEMCO | 273.92 | 12-MAR-97 | SUPPLIES |
| 016213 | 00164 | FILIP, INC. | 28.60 | 12-MAR-97 | CLEANING SUPPLIES |
| 016214 | 00165 | FOUNDATION CENTER | 194.50 | 12-MAR-97 | BOOKS - ELWOOD |
| 016215 | 00166 | FRANKTON JOURNAL | 14.00 | 12-MAR-97 | SUBSCRIPTION RENEWAL |
| 016215 | 00215 | FRANKTON JOURNAL | -14.00 | 19-MAR-97 | VOID CK.#016215.RETURNED. |
| 016216 | 00167 | TOWN OF FRANKTON | 3.98 | 12-MAR-97 | FRANKTON - UTILITIES |
| 016217 | 00168 | FURST GROUP, INC. | 20.15 | 12-MAR-97 | LONG DIST PHONE - ELWOOD & |
| 016218 | 00169 | GALE RESEARCH INC | 133.34 | 12-MAR-97 | BOOKS - ELWOOD |
| 016219 | 00170 | GARETH STEVENS | 716.36 | 12-MAR-97 | BOOKS - SUMMITVILLE |
| 016220 | 00171 | GAYLORD BROS. | 267.90 | 12-MAR-97 | SUPPLIES |
| 016224 | 00175 | INDYNET | 15.00 | 12-MAR-97 | SERVICE - FEB. |
| 016225 | 00176 | INGRAM DISTRIBUTION GROUP IN | 14.19 | 12-MAR-97 | BOOKS - FRANKTON |
| 016226 | 00177 | JANE A. BECKLEY | 2000.00 | 12-MAR-97 | LEASE PMT. - FRANKTON BLDG. |
| 016227 | 00178 | JOE OVERDORF | 89.00 | 12-MAR-97 | PHOTOGRAPH/BOARD OF TRUSTEES |
| 016228 | 00179 | KMART | 269.46 | 12-MAR-97 | VIDEOS SUPPLIES, ELWOOD, SUM |
| 016229 | 00180 | LAKESHORE LEARNING MATERIALS | 69.54 | 12-MAR-97 | BOOKS - SUMMITVILLE |
| 016232 | 00172 | GTE NORTH INDIANA OPERATIONS | 125.25 | 12-MAR-97 | TELEPHONE - FRANKTON |
| 016233 | 00181 | LIBRARY CORPORATION, THE | 78.00 | 12-MAR-97 | AUTONATION |
| 016234 | 00182 | LINDA KEMPER | 14.00 | 12-MAR-97 | MILEAGE |
| 016235 | 00183 | MCCORMACK PRINTING IMPRESSIO | 48.05 | 12-MAR-97 | STAMPS - ELWOOD |
| 016236 | 00184 | MIDWEST EXCHANGE | 366.70 | 12-MAR-97 | VIDEOS - ELWOOD, FRANKTON |
| 016237 | 00186 | QUILL CORPORATION | 2013.62 | 12-MAR-97 | EQUIPMENT, OFFICE SUPPLIES |
| 016239 | 00187 | RADIO SHACK | 9.48 | 12-MAR-97 | SUPPLIES |
| 016240 | 00188 | CONSUMER EDUCATION CENTER | 1.50 | 12-MAR-97 | BOOK - ELWOOD |
| 016241 | 00189 | REVCO D.S., INC. | 27.57 | 12-MAR-97 | SUPPLIES |

CHECK REGISTER
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 28 MAR 97

PAGE 2

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|-------------------------------|-----------------|------------|------------------------------|
| 016242 | 00190 | UNITOG RENTAL SERVICES | 31.00 | 12-MAR-97 | CLEANING SUPPLIES |
| 016243 | 00191 | VIKING OFFICE PRODUCTS | 22.81 | 12-MAR-97 | 2 WALL CLOCKS |
| 016244 | 00192 | WORLD BOOK EDUCATIONAL | 444.00 | 12-MAR-97 | ENCYCLOP. - ELWOOD |
| 016245 | 00193 | WORLD ALMANAC EDUCATION | 86.71 | 12-MAR-97 | BOOKS - FRANKTON |
| 016246 | 00194 | UNIVERSITY BOOK SERVICE | 667.05 | 12-MAR-97 | BOOKS, ELWOOD CHILD., YA, PR |
| 016247 | 00195 | H.W.WILSON COMPANY | 28.08 | 12-MAR-97 | BOOK - ELWOOD |
| 016248 | 00196 | CENTRAL IND.COMPUTER CONSULT | 470.74 | 12-MAR-97 | SERVICE - DEC. & FEB., COMP. |
| 016249 | 00197 | AMERICAN ELECTRIC POWER | 1728.37 | 12-MAR-97 | ELEC. - ELWOOD, FRANKTON |
| 016250 | 00198 | BAKER & TAYLOR BOOKS | 1930.29 | 12-MAR-97 | BOOKS, ELWOOD, FRANKTON |
| 016251 | 00199 | CONSUMER EDUCATION RESEARCH | 21.97 | 12-MAR-97 | BOOK - ELWOOD |
| 016251 | 00200 | CUSTOMER SERVICE | 25.35 | 12-MAR-97 | BOOK - FRANKTON |
| 016252 | 00201 | INDIANA GAS COMPANY | 892.96 | 12-MAR-97 | GAS - ELWOOD |
| 016253 | 00202 | NAT'L.DIRECTORY OF CHILD., Y | 90.00 | 12-MAR-97 | DIRECTORY OF SERVICES |
| 016254 | 00203 | NOWAK'S HALLMARK STORE | 18.87 | 12-MAR-97 | SUPPLIES |
| 016255 | 00204 | POLITICAL RESEARCH INC. | 547.00 | 12-MAR-97 | ENCYCL. - SUMMITVILLE |
| 016256 | 00205 | SOFTKEY INTERNATIONAL | 55.90 | 12-MAR-97 | MULTIMEDIA SET |
| 016258 | 00185 | MUNCIE OFFICE SUPPLY | 990.00 | 12-MAR-97 | 2 IBM TYPEWRITERS |
| 016259 | 00173 | HORTON'S & SONS OF ELWOOD | 9.63 | 12-MAR-97 | CUSTODIAL SUPPLIES |
| 016260 | 00174 | INCOLSA | 50.00 | 12-MAR-97 | MEMBERSHIP FEE |
| 016261 | 00206 | KATHLEEN WITTKAMPER | 235.75 | 12-MAR-97 | MILEAGE (JUNE'96 THRU NOV.'9 |
| 016263 | 00210 | INDIANA DEPARTMENT OF REVENUE | 787.47 | 19-MAR-97 | STATE & COUNTY TAX - P/R 3-1 |
| 016264 | 00211 | MADISON COUNTY SCHOOL EMPLOY | 1461.72 | 19-MAR-97 | CREDIT UNION DED. - P/R 3-19 |
| 016265 | 00212 | INDIANA DEFERRED COMPENSATIO | 298.00 | 19-MAR-97 | ANNUITY DEDUCTIONS - P/R 3-1 |
| 016266 | 00213 | CITY OF ELWOOD NON-REVERTING | 776.92 | 19-MAR-97 | APRIL HEALTH INS.PREM.-15, 1 |
| 016267 | 00209 | STAR FINANCIAL BANK | 2687.99 | 19-MAR-97 | FED. & FICA TAX - P/R 3-19-9 |
| 016267 | 00214 | POSTMASTER | 200.00 | 19-MAR-97 | POSTAGE METER |

--TOTAL AMOUNT OF CLAIMS-- 30634.08

{-----CASH BALANCES-----}

DATE {28 MAR 97}

| | | | |
|-----------------------------------|---|------|-----------------|
| A1 {STAR FINANCIAL BANK | } | B1 { | 152426.55} |
| A2 {SUMMITVILLE BANK & TRUST | } | B2 { | .00} |
| A3 {LIRF - INVESTMENT | } | B3 { | .00} |
| A4 {OPERATING - INVESTMENT | } | B4 { | .00} |
| A5 {HUNTINGTON BANK | } | B5 { | 17038.13} |
| A6 {COMMUNITY BANK - SUMMITVILLE | } | B6 { | 10800.62} |
| A7 {NATIONAL CITY BANK - FRANKTON | } | B7 { | .00} |
| A8 { | } | B8 { | .00} |
| A9 { | } | B9 { | .00} |
| TOTAL | | | B10{ 180265.30} |

April 8, 1997

Mr. Mark D. Rowe
M.D. Rowe
8739 Castle Park Drive
Indianapolis IN 46256

RE: Dispute Claims - North Madison Public Library

Total Architectural Development

Dear Mr. Rowe:

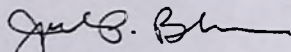
I am in receipt of your letter of March 28, 1997 and trust the following response answers the position of The InterDesign Group, Inc. As suggested, if you prefer, we would be present at the next Board meeting to review your position. Our position to your claims are as follows:

1. Unsuitable Soils - Amount \$691.33
As previously responded to (twice), we do not feel that the additional information presented changes our opinion. Our response was not misleading nor inaccurate.
2. Proposal Request #8
This request is not in dispute. M.D. Rowe indicated a maximum cost of \$2,345 based upon time and material. M.D. Rowe also indicated that they had spent more than the \$2,345. We are asking for the support data so we can complete your request.
3. Additional Concrete - Amount \$554.19
We have rendered our opinion previously and have no reason to change it. No request for additional payment will be considered at this time.
4. Stone Caps - Amount \$895.00
We have rendered our opinion previously and have no reason to change it. No request for additional payment will be considered at this time.
5. Handicap Key Switches - Amount \$252.00
This is the first time we were aware of the addition of these switches. If this was not required in the original documents and the doors would operate and function as was indicated in the bid documents, then why was this added and who requested it.

As additional information, we are awaiting final documentation from you: Consent of Surety to Final Payment, Release of Debits and Liens and Final Waiver of Lien. We acknowledge having the subcontractors warranties and/or guarantees but do not have these from M.D. Rowe. As soon as this information is received, we can process payment for retainage.

The next Board of Trustees' meeting is scheduled for May 14, 1997. I will confirm with the Board your request to review these outstanding issues. By copy of this letter to the Board, I am requesting that we be considered for that meeting's agenda.

Sincerely,
The InterDesign Group, Inc.


Joel P. Blum

cc: Board of Trustees
Arlen J. Packard, IDG



The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46204
317/263-9655
Fax 317/263-9644

MD Rowe
CONSTRUCTION INC.
General Contractors/Construction Managers

February 3, 1997

North Madison County Public Library
1600 Main Street
Elwood, Indiana 46036

Attn.: Kathi Wittkamper

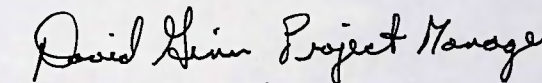
Re: Proposal for guards at masonry air vents

Dear Kathi,

M.D. Rowe Construction is pleased to furnish you the following quotation. This proposal is to furnish stainless steel bars 1/4" x 1" x 24" to be install at the air vent holes in the masonry screen wall at the chiller. The bars would be installed two per opening on the inside of the wall with masonry wedge anchors into the masonry wall. We have quoted stainless steel in lieu of galvanized metal due to the minimum charge that all coatings companies place on small orders. We have included all material, fabrication, freight, labor, and equipment necessary for the manufacture and install of these bars.

THE TOTAL LUMP SUM OF THE ABOVE \$ 684.00

Please call me at 578-2737 if you have any questions about the above proposal.


David Ginn Project Manager

David Ginn Project Manager

cc: Elwood proposal file

8739 CASTLE PARK DRIVE

INDIANAPOLIS, INDIANA 46256

OFFICE 317-578-2737

FACSIMILE 317-578-7840

**N & K CABINET INC.
2510 SOUTH F. ST.
ELWOOD, IN.
46036**

**FAX 552-7046
552-6997**

Frankton Public Library

Att: Kathi Wittkamper

Computer Area Cabinets & Self edge Counter Tops installed

\$ 2038.05

Drop Down Counter Top with Brackets,Self edge Top

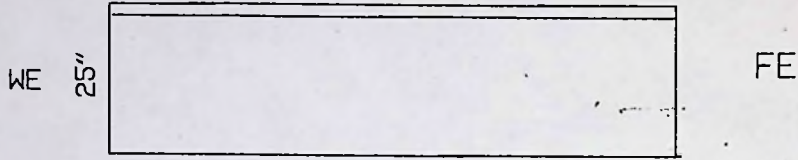
\$ 429.45

Sincerely,

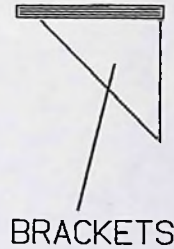
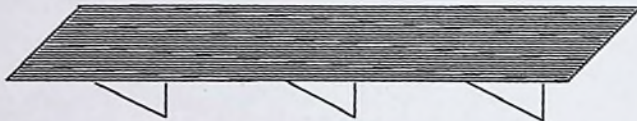
Norman J. Miller

F.P.L.1

96" O.A.

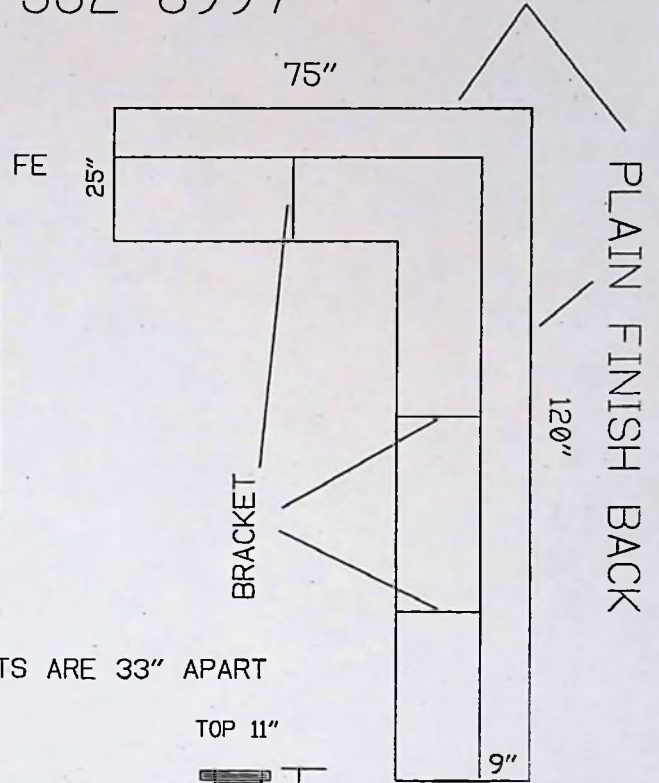
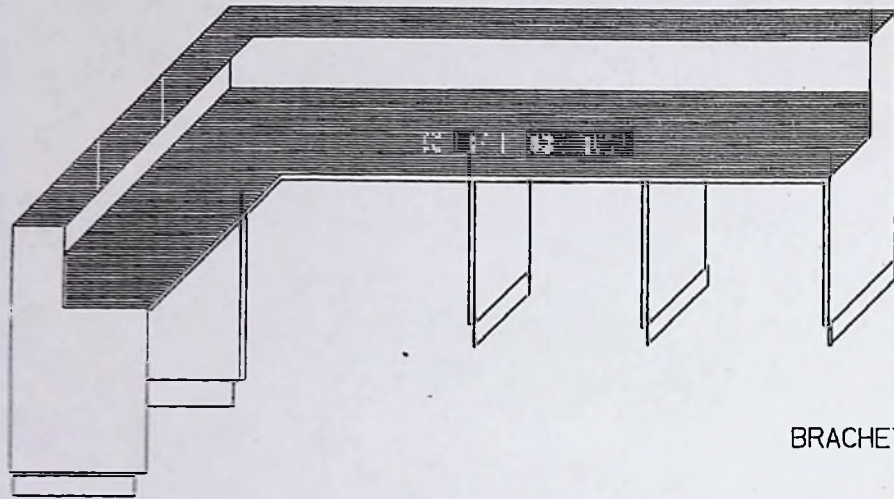


DROP DOWN TOP WITH BRACKETS

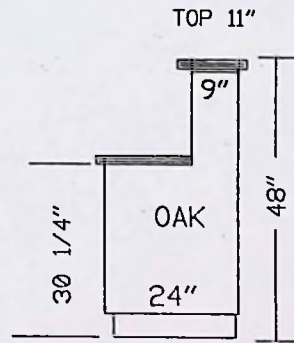


F.P.L.

N & K CABINET INC. 552-6997



BRACHETS ARE 33" APART



Reid 4-5-97

MD Rowe
CONSTRUCTION INC.
GENERAL CONTRACTORS/CONSTRUCTION MANAGERS

March 28, 1997

Mr. Joel Blum
The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, IN 46204

RE: Disputed Cost Items

Dear Mr. Blum,

We are in receipt of your letter dated March 12, 1997. We appreciate the approval of the painting. We do have several other outstanding items that need to be addressed. To address these outstanding cost items I have listed them separately below with our positions. Many of these items are very old and we would have anticipated a more timely resolve than we have received to date. I feel it may require M. D. Rowe Construction to meet with the Architect and the Board to walk through each item and explain our reasons in more detail. The open issues include;

1. UNSUITABLE SOILS; Amount of \$691.33. This was work accomplished in an area where we were cutting existing soil. The existing soil was insufficient to support the new parking area as the soils testing agency determined. If nothing had been done the asphalt in this area would have failed at a later date. M. D. Rowe brought this item to the attention of all parties.

M. D. Rowe had three options, First was to just build the parking lot anyway and go on. The parking lot would not probably fail within the warranty period anyway. This was morally and ethically unacceptable to M. D. Rowe. The second option was to stop work on the parking area, wait for a visit by the architect's representative and come to an understanding on the work, then proceed. This would take several days, cause the subcontractor to leave the site and expose the owner to additional costs for idle equipment, and possible further costs if it should rain and cause more material to be unacceptable to the engineers. The last option and the one we felt was most timely to the project and would result in the least cost to the owner was to review the spot, notify the parties, have the soils engineer review and document the removal and replacement of materials and continue the work in progress.

In the best interest of the owner and in good faith we proceeded with the third option. The letter recently received by InterDesign deals with an unrelated set of circumstances, misleading and inaccurate. The variables and conditions are different. The documents we have do not now

conveniently provide for this item to be rejected. We have had similar issues on this project and your action is inconsistent with the resolve of these other issues.

We continue to have the position that the work was unforeseen, it was needed, it provided a value to the owner, and is reimbursable.

2. Proposal Request #8 ; This is work that was defined, agreed upon as additional costs, agreed upon by Al Cox and Mark Rowe in the field after a progress meeting as to scope, and a not to exceed price was submitted and approved by IDG. M. D. Rowe was told to proceed, we did and now payment is due. The actual costs exceeded the not-to-exceed price, so the owner received a good value. We can not understand the current confusion on this issue.

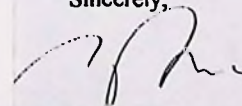
3. Additional Concrete; Amount of \$554.19. This was for work in addition to that shown on the drawings. Additional work and value is reimbursable.

4. Stone Caps; These were built as shown on the drawings and approved in the submittal process. They did not work the way the drawings showed them or as reviewed. They had to be modified to be incorporated into the work. These modifications should be reimbursable. We agree means and methods are ours to provide, but the architects drawings should be accurate and coordinate the various pieces of material for incorporation into the project. This was not done, the drawings are not correct. Our submittal on the stone caps were to verify your intentions. You indicated by returning the drawings accepted that the caps were as you intended. We feel IDG has responsibility as well in this issue.

5. Handicap Key Switches; Our electrician feels reimbursement is due. This was work that was defined and added during the last portions of the project. The work is not required in the original documents, the doors would operate and function as was indicated in the bid documents. The Key switch is an item that is beneficial to the owner but not required by the bid documents. We are requesting \$252.00 for this added work.

Again to resolve these outstanding items we request to be involved in the next meeting with the owner.

Sincerely,



Mark D. Rowe

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001
FAX (317) 552-0955

BOARD OF TRUSTEES
Executive Meeting
AGENDA
May 14, 1997
6:00PM

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

- A. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d)
 - 1. Building Reports
 - a. Joel Blum, InterDesign
 - b. M. D. Rowe
- B. Real or Personal Property
(IC 20-14-3-4-(b)
 - 1. Art
 - a. Framing - Indiana Room
- C. Personnel
(IC 5-14-1.5-6-(b) (6)
 - 1. Wage Scale
 - 2. New Employee
 - 3. Personnel Policy

BOARD OF TRUSTEES
Regular Meeting for Business
AGENDA
7:00pm

CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER
BUILDING REPORT

OLD BUSINESS

- A. Auction
- B. Wage Scale - Committee Recommendations
- C. Personnel Policy - comp time
- D. Proposal - M. D. Rowe (grates over openings in wall around air-conditioners).

NEW BUSINESS

- A. Election of Officers
- B. Art
 - 1. Painting
 - 2. Children's Dept.

DIRECTOR'S REPORT
ADJOURN

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

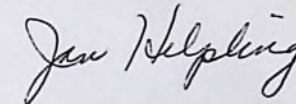
(317) 552-5001
FAX (317) 552-0955

ATTENTION: SANDY BURTON

PLEASE PUBLISH MONDAY, MAY 26, 1997 OR TUESDAY, MAY 27, 1997:

A SPECIAL MEETING FOR BUSINESS WILL BE HELD BY THE
LIBRARY BOARD OF TRUSTEES OF THE NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM AT THE ELWOOD PUBLIC LIBRARY MEETING ROOM ON
THURSDAY, MAY 29, 1997 AT 4:00PM.

THANKS SANDY.



North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

LIBRARY BOARD OF TRUSTEES
Executive Meeting
May 14, 1997
6:00pm

CALL TO ORDER

President Linda Sizelove called an executive meeting to order on May 14, 1997 at 6:00pm in the Elwood Public Library meeting room.

CALL FOR QUORUM

Present with President Sizelove were: Beverly Austin, Brenda Carey, Jerry Kaiser, Pam Bohlander, Sharan Pace and Barbara Abernathy.

BUSINESS

A. Purchase or Lease of Real Property

1. Building Reports - Kathi reported about problems yet to be solved with the climate control. Board members do not think contractor should be paid until problems solved and that the builder should come in to talk to the board.

B. Real or Personal Property

1. Linda reported on the frames finished for the Indiana Room.
2. Jan & Kathi reported on the selection of the frame for the Adams painting.

C. Personnel

1. Linda asked for discussion on schedules for staff. Jerry Kaiser spoke to members about janitorial duties and suggested the library remain responsible for the Carnegie building until the city takes it over.

Linda would like to enlarge the outdoor patio with another Brick Sale. She called Vernon Co. and found them to be out of business but does not like the service received from Chance Bros. She will continue to look for another supplier.

Sharan Pace
Brenda Carey

Pam Bohlander
Pam Bohlander, Sec.

Barbara Abernathy
Linda Sizelove

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

LIBRARY BOARD OF TRUSTEES
Regular Meeting For Business
May 14, 1997
7:00pm

CALL TO ORDER

President Linda Sizelove called a regular business meeting to order at 7:00pm on May 14, 1997 in the Elwood Public Library meeting room.

CALL FOR QUORUM

Also present were board members Beverly Austin, Pam Bohlander, Jerry Kaiser, Brenda Carey, Sharan Pace, Barbara Abernathy, Director Kathi Wittkamper, Admin. Asst. Jan Helpling, Call-Leader reporter and two members of leasing corporation.

MINUTES

Minutes were not approved because members have not received a copy to read yet.

CLAIMS REGISTER

Claims register was signed by board members and checks signed by Treasurer Jerry Kaiser.

BUILDING REPORT

Report was given on the auction of the contents of the Carnegie building.

Although auctioneer Gary Simmons has not completed financial obligations, Jerry Kaiser estimated proceeds from the sale to be in the neighborhood of \$2,000.00.

Beverly Austin made a motion that the proceeds from the auction be used to purchase reference materials. Jerry Kaiser seconded and it passed.

Summitville - Brenda Carey gave a report on the progress of the Summitville addition. She brought pictures showing the progress. She reported 91 trusses have been put in place. The first certificate was issued on May 5, 1997 for \$52,253.34 with 10% retainage withheld = \$47,028.00. She reported Gerald Guy has been at the site every day and when there is a problem he pursues it right away to solve it. At present the construction is caught up and on schedule.

OLD BUSINESS

Beverly Austin made a motion to accept the wage scale recommended by the committee, to hire a full-time employee in Youth Services who also would float (including to the branches) and to hire a

full-time custodian (who will also float between the three locations). Brenda Carey seconded the motion with the addition that the board will study possible forty hour work week with the new budget. Board members voted the motion in.

Linda Sizelove explained that the new hire this week should begin at the new starting rate.

Change Order No. 10 and No. 11 were presented. Barbara Abernathy made a motion to table all change orders and bills until the problems with the building are solved. Sharan Pace seconded and it passed.

Bills from Harpers Window Treatment & Carpet Center for the blinds - \$1,178.00 and Linda Sizelove for framing supplies from Michaels - \$104.35 were approved by a motion from Beverly Austin, seconded by Sharan Pace and passed.

Kathi asked for approval to change Item No. 8 in the Personnel Policy to: Full-time employees normally work 7 hours per day, or 35 hours per week. Full-time employees are not to work more than 35 hours per week without the permission of their supervisor. Brenda Carey made the motion to accept the change, Sharan Pace seconded and the motion passed.

NEW BUSINESS

Chairman of the nominating committee, Sharan Pace read the slate of officers as:

President - Beverly Austin
V. President - Pamela Bohlander
Treasurer - Jerry Kaiser
Asst. Treas. - Brenda Carey
Secretary - Barbara Abernathy

Sharan made the motion that the slate be accepted as officers for the coming year. Jerry Kaiser seconded and it passed.

Kathi and Jan reported on their trip to the Museum of Art to select a frame for the J. Otis Adams painting. Linda Witkowski of the Restoration Department of the Museum of Art introduced them to the gentleman who handmakes frames for the Museum of Art. With his help and Linda's, they selected a frame for the painting at a cost of \$220.00. When the framing is finished, we will pick up that painting and take the second T. C. Steele to be cleaned and framed.

The School - Library Project for the Youth Services Area is completed now and ready to be put in place. Ralph Maley, Darrell McQuitty and volunteers from the Art Class will come in on Saturday to hang the wood cut-outs on the walls in the Youth Services Area under the direction of Anna May McQuitty, Art Teacher and Sharon Fouts, Youth Services. Kathi said she has asked Anna May to speak at the District 2 Conference this fall, to be held here. She asked her to speak on cooperative efforts between the library and school.

Director's Report

Kathi reported Dawn Moore has resigned to take a position at the Tipton Library.

A plumber has been called to both Frankton and Elwood buildings for problems with toilets. Elwood's is because of vandalism.

Discussion was held on having board meetings at the branch locations soon. Beverly would like to hold the executive sessions in Elwood before going to Frankton for a public meeting at 7:30pm. Decision will be made later where the next meeting will be.

Linda Sizelove spoke to the board as out-going president: She said that during her term, we have moved both Frankton and Summitville into new facilities and built a new Elwood facility. She has goals for her continuation on the library board. She would like to continue to encourage the library's art interests, keeping care of the art we own as well as possibly buying more. She would like to see some musical programs held here, to enlarge the patio, plant flowers around the patio, establish a Foundation, have more publicity about the library and the services it offers. She thanked Jan for her help, Jerry for his help, Bev for her behind the scenes support, Sharan for her moral support and the rest of the board.

Beverly Austin made a motion the meeting be adjourned. Pam Bohlander seconded and it was passed.

Sharan Pace

Pamela Bohlander
Pamela Bohlander, Sec'y.

Barbara Abernathy

Linda Sizelove
Brenda Carey

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

CIRCULATION STATISTICS

| | 1996 MAR | 1997 MAR | AMOUNT OF CHANGE | % OF CHANGE | YTD |
|-----------------|--------------|--------------|---------------------|----------------|--------------|
| ELWOOD | | | | | |
| ADULT | 2978 | 3713 | +735 | +25% | 9656 |
| JUV. | 2061 | 2525 | +464 | +23% | 7992 |
| Y.A. | 0 | 208 | +208 | +100% | 477 |
| PER. | 464 | 391 | -73 | -16% | 1073 |
| AUDIO | 132 | 181 | +49 | +37% | 407 |
| VIDIO | 1690 | 2890 | +1200 | +71% | 6835 |
| TOTAL | 7325 | 9908 | +2583 | +35% | 26440 |
| FRANKTON | | | | | |
| ADULT | 1161 | 1231 | +70 | +6% | 3304 |
| JUV. | 754 | 673 | -81 | -11% | 1774 |
| PER. | 188 | 232 | +44 | +23% | 573 |
| AUDIO | 0 | 7 | +7 | +100% | 27 |
| VIDEO | 928 | 975 | +47 | +5% | 3050 |
| TOTAL | 3031 | 3118 | +87 | +3% | 8728 |
| H' BAKER | | | | | |
| ADULT | 732 | 614 | -118 | -16% | 1740 |
| JUV. | 473 | 475 | +2 | 0% | 1324 |
| PER. | 161 | 99 | -62 | -39% | 336 |
| AUDIO | 0 | 0 | 0 | 0% | 5 |
| VIDEO | 649 | 552 | -97 | -15% | 1736 |
| TOTAL | 2015 | 1740 | -275 | -14% | 5141 |
| SYSTEM | | | | | |
| ADULT | 4871 | 5558 | +687 | +14% | 14700 |
| JUV. | 3288 | 3673 | +385 | +12% | 11090 |
| Y.A. | 0 | 208 | +208 | +100% | 477 |
| PER. | 813 | 722 | -91 | -11% | 1982 |
| AUDIO | 132 | 188 | +56 | +42% | 439 |
| VIDEO | 3267 | 4417 | +1150 | +35% | 11621 |
| TOTAL | 12371 | 14766 | +2395 | +19% | 40309 |

PAYROLL LISTING FOR ELWOOD PUBLIC LIBRARY

25 Apr 97

Name

Payroll #

Date_Hired

| | 055 <u>Current</u> | * <u>RAISE</u> | <u>90 DAY</u> | |
|----------------------------------|--------------------|---------------------|---------------|-------------------|
| ANKENSHIP, JANET L. | 038 7.07 | 08-18-92* | 8.00 | 8.00x7 = 5300 |
| DAVIDSON, EMILY FAY | 013 8.27 | 02-01-88* | 9.55 | 8.50x9 = 10690 |
| DAVIS, JAMES M. | 040 6.44 | 10-25-93 | 6.44 | 25 |
| DODD, LORETTA K. | 054 6.50 | 03-22-97 | 6.50 | 6-20 6.50x2 7427 |
| EDDY, MARGARET | 027 8.50 | 08-14-90 | 8.50 | 6.65 2.65x14 9520 |
| FOUTS, SHARON J | 019 9.53 | 12-28-88* | 9.55 | 10690 |
| GOODKNIGHT, DAVID A. | 053 4.75 | 03-15-97 | 4.75 | 3040 |
| HEATON, R SHAWN | 026 | 08-13-90 | | |
| HELPLING, MARY J. | 028 SAL | 05-13-91 | | 14057 |
| HOOSE, CHRISTOPHER M. | 048 | 06-05-95 | | |
| HORINE, CINDA SUE | 010 8.69 | 10-01-87 | 8.69 | 9733 |
| KEMPER, LINDA | 008 9.05 | 12-02-85 | 9.05 | 10130 |
| KIPLINGER, MARY E. | 046 6.57 | 06-05-95 | 6.65 | 6.65x1 4340 |
| LAMBERTSON, CAROLYN RAYE | 009 9.53 | 09-09-85 | 9.55 | 6.80x15 10690 |
| MALEY, RALPH E. | 031 6.57 | 05-06-91 | 8.25 | 528 |
| MCADAMS, BARBARA JEAN | 007 9.53 | 09-09-85 | 9.55 | 10690 |
| MOORE, DAWN E. | 049 7.06 | 06-10-95 | 7.06 | 790 |
| NEHRBASS, MENDY D. | 052 4.75 | 02-07-97 | 4.75 | 30 |
| SCOTT, JAMIE B. | 050 6.57 | 08-30-95 | 6.80 | 6.80x7 440 |
| SHEPARD, DIANA LYNN | 014 8.69 | 09-08-87 | 9.55 | 6.95x9 = 10690 |
| STEWART, GLENNA J. | 006 9.53 | 02-23-87 | 9.55 | 10690 |
| STUNKARD, HERSHELL | 051 7.00 | 11-27-95 | 7.00 | 784 |
| WITTKAMPER, KATHLEEN ANN | 005 SAL | 07-05-88 | | 1765 |

Pay 5/28 (16 PAYS)

For May Mtg
Per Comm.
Accepts wage scale
Stay at 35 hrs.
 3) New full-time empl.
 4) New full-time cust.
 5) Equate A. Shepard to G. Stewart

Yr/D Payroll = 6169.
O/T 70 hrs. = 500
April/May = 4221
Full T. Clerk = 7735
Full T. Cust. = 743
293700

Budget \$ 295467.

Under budget \$ 1767.00

5/11 under 1407.

| | | | |
|----------------------|----|--------------------|-----------------|
| REFERENCE QUESTIONS | -- | 1190 | |
| PATRON ASSISTANCE | -- | 384 | |
| COMPUTER USAGE | -- | ELWOOD ADULT 151 | ELWOOD JUV. 316 |
| PATRON COUNT | -- | 9989 (ELWOOD ONLY) | |
| PROGRAMS | | ELWOOD | F' TON |
| NUMBER OF ATTENDANCE | | 12 | 4 |
| | | 101 | 30 |
| | | | H' BAK |
| | | | 14 |
| | | | 72 |

April 14, 1997

Kathi Whittkamper, Director
North Madison County Public Library System
1600 Main Street
Elwood, IN 46036-1598

RE: ELWOOD PUBLIC LIBRARY

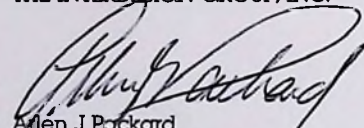
Dear Kathi:

Please find attach two copies for Payment Application No. 140-13 from M. D. Rowe Construction. This application has been certified and is ready for payment to the Contractor. This payment application represents payment of the contract in full, less the amount that is being retained in an escrow account.

On March 25, 1997, we requested the Contractor submit their Consent of Surety to Final Payment along with other applicable close-out documents prior to our certifying release of any of the retainage amounts, for which, the Contractor has also submitted applications for payment. Our request was made in accordance to the General Conditions of the Contract, Article 9.10.3 and is a standard practice of the Industry. The Contractor is of the opinion that our interpretation of the General Conditions is incorrect, and therefore, the requested documents will not be submitted at this time. See attached letter from M. D. Rowe, 3/27/97. Further, we have not received the Contractor's written guarantee as stated in the attached letter.

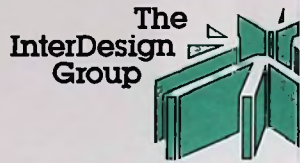
We will continue make every effort to administer the contract in accordance with the contract documents and keep you advised of our progress. Should you have any questions about the attach Payment Application, do not hesitate to give us a call.

Sincerely,
THE INTERDESIGN GROUP, INC.


Allen J Packard
Construction Administrator

ap

cc: Jim Wilson, Bingham, Farrer & Wilson
Joel Blum
Project File No.950017



Total Architectural Develop

Director's Report for May 14, 1997

Proposed Change to Personnel Policy:

Item 8, 2nd paragraph states: "Full-time employees normally work 7 hours per day, or 35 or more hours per week. Full-time employees are not to work more than 40 hours per week without the permission of their supervisor."

Jan and I recommend that the "or more" be deleted from the first sentence, and that "40" be changed to "35" in the second sentence.

For Your Information:

- Foot traffic topped 10,500 at the Elwood building for the month of April.
- All the window blinds are installed at the Elwood facility.
- Frankton used gift moneys to purchase a bench for their building exterior.
- Computers provided through state technology grant provisions have been installed at Frankton. However, printers and some other accessories necessary for maximum use by patrons remain to be purchased. Seven matching chairs were ordered for the front desk & the computer work stations on sale for \$66 dollars each; a total cost of \$462 – an exceptional value.
- Emily Davidson & I gained a great deal of information by attending the open house for the Indiana State Library Special Services Division. Necessary paperwork is being processed so that we can expand materials and services to differently-abled patrons, particularly the vision-impaired.
- Lots of happy news this month -- Jan Helping has two new grandchildren. Linda Kemper celebrated her 30th wedding anniversary with a trip to Las Vegas. Mary Kiplinger's husband has recovered enough from a serious accident to return to work at least part-time. A patron called to praise Mendy Nehrbass's service at the front desk. Board member Brenda Carey completed her course work and graduated from the IU School of Nursing (with several special awards/recognition). Board member Pam Bohlander has been reappointed to serve as a library trustee until May, 2001. And I "graduated" from the Anderson Area Leadership Academy.

Calendar:

- **May 16** – I have planned a day off, but will be attending the farewell dinner for Dawn Moore at the Country Cook Inn. Please let Jan know immediately if you would like to join us. We will meet at the library at 6 p.m. to carpool.
- **May 21** – Budget Clinic, Indianapolis, with Jan Helping. Also, Jamie Scott (Hazelbaker) and Peg Eddy (Elwood) will attend "Cash, College & Careers" seminar at Butler University.
- **May 26** – Closed for Memorial Day.

Monthly Staff Training Report

- David Goodknight, page, is doing an excellent job and has been allowed to discontinuing "tagging" his shelved material for evaluation.
- Nancy Neal will assume Dawn's responsibilities beginning May 15. Dawn will spend two days training Nancy in specific tasks such as patron registration and overdue notification. Nancy has prior library experience and many transferable skills. All staff will familiarize her with general routines and I anticipate she will learn quickly.

*J. Wilson says
do not pay.
5/13/97*

Restructuring and pay revisions

Job titles

Clerk- full and part time employees and tech service support staff

Department heads and branch managers

Page = part time high school or college student

Custodian

Suggestions

1. Part time employees should receive same pay scale as full time employees and be entitled to raises. Part time is considered 20 to 25 hours per week. New part-time help will not be entitled to benefit package. Effective April 1, 1997

2. Full time employees should work a forty hour week. Effective April 1, 1997.

3. Raises based on time on job and employees will also receive cost of living raises.

Clerk

range 6.50 to 8.50

| | | |
|----------|-----|------|
| start at | | 6.50 |
| 90 day | .15 | 6.65 |
| 1 year | .15 | 6.80 |
| 2 year | .15 | 6.95 |
| 3 year | .55 | 7.50 |
| 4 year | .50 | 8.00 |
| 5 year | .50 | 8.50 |

Department heads and branch managers

range 7.55-9.55

| | | |
|----------|-----|------|
| start at | | 7.55 |
| 90 day | .15 | 7.70 |
| 1 year | .15 | 7.85 |
| 2 year | .15 | 8.00 |

3 year .55 8.55

4 year .50 9.05

5 year .50 9.55

Custodian one full time custodian to cover Elwood, Summitville, and Frankton ~~one part-time custodian for Elwood~~

range 6.25-8.25

start 6.25

90 day .15 6.40

1 year .15 6.55

2 year .15 6.70

3 year .55 7.25

4 year .50 7.75

5 year .50 8.25

Page minimum wage

Advantages

1. Every position receives the same increase based on years of service.
2. Some salaries may have to be redlined.
3. Gradual raises over longer span of time.
4. Easier to figure budget.
5. Eliminates benefit package for new part-time hires.
6. ~~Increases hours to 40 hours for full-time.~~

MD ROWE CONSTRUCTION INC.

GENERAL CONTRACTORS/CONSTRUCTION MANAGERS

May 15, 1997

North Madison County Public Library
1600 Main Street
Elwood, Indiana 46036

Attn: Beverly Austen

Re: Payment

Dear Ms. Austen,

On May 14 Kathi Wittkamper and I discussed the payment applications she had received from Interdesign. She advised that Jim Wilson had instructed her that all invoices could be paid with the exception of the amount of the claim of Builders Specialities of which M.D. Rowe had no previous knowledge. This A.M. Kathi and I spoke concerning these invoices and she advised that your board determined that even though The Interdesign Group recommended payment that they elected to table action at this time.

Your board is bound by the same contract that M.D. Rowe has and per that contract you are obligated to make payment unless just cause is given. These monies are past due to our suppliers and subcontractors who have already fulfilled their contractual obligations to the board. We receive calls on a daily basis from these people wanting their money; possible we should give all of these companies your phone number and let you explain the further delay that is now being incurred by non payment.

We must notify you at this time that as far as M.D. Rowe is concerned this money is past due and should be paid. As of this date any expense that we may incur due to your decision not to pay will be passed on to the library for payment.

David Ginn Project Manager
David Ginn Project Manager

cc: Mark Rowe
Joel Blum
140/contract file

MDR
IDG

| | | | | | |
|-------------------------------|------------|---------|------------------|------------|---|
| Post-It [®] Fax Note | 7671 | Date | 5/19/97 | # of pages | 1 |
| To | Jim Wilson | From | Kathi Wittkamper | | |
| Co./Dept. | | Co. | | | |
| Phone # | 552-9878 | Phone # | 552-5001 | | |
| Fax # | 552-5496 | Fax # | 552-0955 | | |

Please CALL - Kathi

STATEMENT OF TRANSACTIONS

DATE 04/30/97

ACCOUNT NUMBER: 38-M017-00-0

ACCOUNT NAME: NORTH MADISON LIBRARY C/F

ADMINISTRATIVE OFFICER: AMF

| *** STATEMENT SUMMARY *** | INCOME CASH | PRINCIPAL CASH | ASSET CARRYING VALUE |
|---------------------------|-------------|----------------|----------------------|
| ** BEGINNING BALANCES ** | \$86,437.71 | \$86,437.71- | \$88,493.01 |
| TOTAL RECEIPTS | 395.37 | .00 | |
| TOTAL DISBURSEMENTS | .00 | 10,159.35- | |
| NET INVESTED CASH CHANGES | .00 | 9,763.98 | 9,763.98- |
| ** ENDING BALANCES ** | \$86,833.08 | \$86,833.08- | \$78,729.03 |

Excess Int.
67273.83
 61404.88 #14
2780.00 #15
 \$ 3088.95 Balance

10520.00 #13
 \$ 68209.03 Balance

April 29, 1997

The Interdesign Group
141 East Ohio Street
Indianapolis, Indiana 46204

Attn.: Arlen Packard

Re.: Final change order for
North Madison County Public Library

Dear Arlen,

Sorry for the delay in getting the owners approval but we had to locate Mr. Etchison who is currently out of state . You will find attached a letter and 20 pages of backup to Mr. Etchison dated April 25, 1997 in regards to three outstanding change order items that you had requested Mr. Etchison to verify and confirm as additional value to the project.

You will find that in fact Mr. Etchison does agree with what M.D.Rowe has presented as additional work performed over and above the original scope of work. This should resolve the last of the outstanding issues and we would hope that the final change order would be forth coming so that all parties involved can close out this project.

David Ginn Project Manager
David Ginn Project Manager

cc: Linda Sizelove NMCP
Kathy Wittkamper NMCP
140 file / Pending change order

Attachments : M.D.Rowe letter (2 pages) dated April 25, 1997
20 pages of back up with above letter

RECEIVED

APR 27 1997

M.D. Rowe Const., Inc.

April 25, 1997

North Madison County Public Library
%Harold Etchison
2841 San Francisco Lane
Sebring, Florida 33870

Re: Claims for payment of additional work

Dear Harold,

Per your conversation on April 24, 1997 with Chuck Capshaw you will find attached copies of backup for the following items which M.D.Rowe feels are additional value that was received by the owner on this project. We apologize for any inconvenience that this may cause you but we have been unable to resolve these with The Interdesign Group and have been instructed by them to get your input.

The following items are listed for your review , acceptance , or rejection as to your position as clerk of the works on the following items;

| Item of work performed | Action and Opinion |
|---|--|
| 1. Soft soil in parking lot. | <u>I REVIEWED ALL ITEM'S LISTED & FOUND THEM ALL TO BE FACTUAL & TRUE.</u> |
| 2. Work for ASI#12 performed by Miller Excavating | <u>I REVIEWED THE INFO. ON THIS TO & FOUND ALL ISSUES TO BE TRUE</u> |
| 3. Additional concrete walk & curb beside State Road 28 | <u>THIS WORK WAS DONE TO CONNECT EAST END OF PUBLIC WALK TO WEST END OF PUBLIC WALK & CONNECT CURB AND WORK AROUND CATCH BASIN</u> |

M.D.Rowe realizes that your agreement with the board is in fact expired and we would like to thank you for your cooperation in taking time to review these items that occurred during your contract on the project. HOPE THIS WILL HELP THE 3 ITEMS INVOLVED TO BE SOLVED & SETTLED

Harold F. Etchison

RECEIVED

APR 29 1997

M.D. Rowe Const., Inc.

MID Rowe
CONSTRUCTION INC.
GENERAL CONTRACTORS/CONSTRUCTION MANAGERS

RECEIVED

APR 29 1997

M.D. Rowe Const., Inc.

Page 2
Claims on additional work

We wish you all the best and hope to see you sometime this summer when you return to Indiana. If you have any questions or we need to discuss any of these items you can reach M.D.Rowe employees at the following numbers;

Chuck Capshaw 1-317-984-9307

David Ginn or Mark Rowe 1-317-578-2737
(Or) 1-800-816-1614

David Ginn Project Manager
David Ginn Project Manager

cc:Kathi Wittkamper NMCP (Copy of letter)
Arlen Packard IDG (Copy of letter)
Chuck Capshaw MDR (Copy of letter)
Mark Rowe MDR (Copy of letter)

attachments: 20 pages of backup

September 25, 1996

The Interdesign Group
141 East Ohio Street
Indianapolis, Indiana 46204

Attn: Chris McComas

Re: Request for additional money on bad soil

Dear Chris,

Per General Conditions 4.3.6 this section refers to existing subsurface conditions other than normal. In proofing rolling the parking lot area the soils engineer hired by M.D.Rowe determined that there where in fact these type conditions. The field representative from Intedesign was not on site the day that the proof rolling was performed so we followed the direction of the soils engineer and replaced the unstable material so we would have the proper subbase.

The amount of compensation that we have requested we do not feel is out of line and is justified in the fact that 4.3.6 refers to unforeseen conditions. Also our executed change orders number four and six have both paid us for these same or similar unforeseen conditions.

If you have any questions or comments please call me at 578-2737.

David Ginn Project Manager
David Ginn Project Manager

FACSIMILE TRANSMITTAL

RECEIVED



DATE: 29 August, 1996 AUG 29 1996
 PROJECT: Elwood Public Library M.D. Rowe Const., Inc. Total Architectural Development
 IDG #950017
 TO: David Ginn, Project Manager
 COMPANY: MD Rowe
 FAX #: 578-7840
 FROM: Christopher S. McComas
 #PAGES: 1 (Including Cover)
 MAILED ORIGINALS: Yes No

RECEIVED

APR 29 1997

M.D. Rowe Const., Inc.

This fax is in reference to your revised request for additional cost for soil conditions in the parking lot dated 8/24/96 and received 8/27/96.

The following were our comments of 8/15/96:

Please refer to section 02223 of the specification in regard to required preparation under 3.2B. Based on this requirement there is no provision for additional compensation for this item. Additionally, section 01410 par. 1.3A. requires the contractor to pay all services of the testing agency.

Therefore, pursuant to section 4.4 of the General Conditions, we request additional information and substantiation that the soils encountered "differ materially from those indicated in the Contract Documents".

The point we were attempting to make was.....Based on the Contract Documents, please state the section of the specifications under which this request for additional money is being made. We feel that you have an obligation to simply and completely state your claim within the boundaries of the Contract.

Please feel free to contact myself of AI so we can resolve this issue.

Thank you and we hope that you do not misunderstand our motives in this regard.

Sincerely,

Christopher S. McComas, NCARB

Project Architect

xc: Kathi Wiltkamper, NMCPLS Director
 NMCPLS, Clerk of Works
 Joel Blum, IDG
 Arlen Packard, IDG
 Les Koelling, IDG
 Al Cox, IDG
 950017, CSM

The InterDesign Group, Inc
 141 East Ohio Street
 Indianapolis, Indiana 46204
 317/263-965
 Fax 317/263-964

MD Rowe
CONSTRUCTION INC.
 GENERAL CONTRACTORS/CONSTRUCTION MANAGERS

August 24, 1996

The Interdesign Group Inc.
 141 East Ohio Street
 Indianapolis, Indiana 46204

Att: Chris McComas

Re: Soils conditions
 M.D. Rowe letter dated 8-2-96
 IDG letter dated 8-15-96

RECEIVED

APR 29 1997

M.D. Rowe Con

Dear Chris,

We are puzzled by your response of 8-15-96 in not allowing this request for additional compensation. The comments are offered for your review;

1. Soils boring information was furnished by the design firm.
2. There was only one boring in the parking lot # B-7 which indicates good soil.
3. The information furnished to you from Patriot Engineering indicates the soft areas are away from the one boring that you furnished.
4. Neither our excavator, testing firm, or M.D. Rowe had any reason to assume anything other than good soil in this location.
5. In our attempt to save the owner money we used a local excavator. Had we called the soils contractor there would have been an additional \$ 800.00 mobilization charge.
6. You have us hire a soils professional to monitor the existing conditions to meet the requirements of the information that you furnish. Anything over and above what we bid off of should be a legitimate extra.

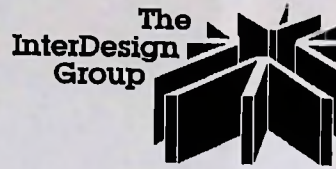
We request that you reconsider your letter of 8-15-96 and issue a change order in the amount of \$ 691.33.

David Ginn Project Manager
 David Ginn Project Manager

cc: Pending Change Order
 Patriot Engineering

FACSIMILE TRANSMITTAL

DATE: 15 August, 1996
PROJECT: Elwood Public Library
IDG #950017
TO: David Ginn, Project Manager
COMPANY: MD Rowe
FAX #: 578-7840
FROM: Christopher S. McComas
#PAGES: 1 (Including Cover)
MAILED ORIGINALS: Yes No



Total Architectural Development

RECEIVED

APR 29 1997

M.D. Rowe Const., Inc.

This fax is in reference to your request for additional cost for soil conditions in the parking lot dated 8/2/96 and received 8/5/96.

Please refer to section 02223 of the specification in regard to required preparation under 3.2B. Based on this requirement there is no provision for additional compensation for this item. Additionally, section 01410 par. 1.3A. requires the contractor to pay all services of the testing agency.

Therefore, pursuant to section 4.4 of the General Conditions, we request additional information and substantiation that the soils encountered "differ materially from those indicated in the Contact Documents".

Thank you
Sincerely,

Christopher S. McComas
Christopher S. McComas, NCARB

Project Architect

xc: Kathi Wittkamper, NMCPLS Director
NMCPLS, Clerk of Works
Joel Blum, IDG
Arlen Packard, IDG
Les Koelling, IDG
Al Cox, IDG
950017
CSM



August 2, 1996

The Interdesign Group, Inc.
141 East Ohio Street
Indianapolis, IN. 46204

Attn: Al Cox

Re: Request for extra

Dear Al,

When proof rolling the dirt subgrade soft spots where encountered. Per direction of the soils engineer they were cut and filled with stone. Below is the cost for this work;

| | | |
|---------------------|------------|----------|
| Miller Excavating | | \$398.68 |
| Patriot Engineering | | \$250.00 |
| Subtotal | | \$648.68 |
| M.D. Rowe | 5% OII & P | \$ 32.43 |
| | | \$681.11 |
| M.D. Rowe | 1.5% Bond | \$ 10.22 |
| | Total | \$691.33 |

Please issue a change order in the above amount.

David Ginn, Project Manager

David Ginn Project Manager

cc: Pending c/o

RECEIVED

APR 29 1997

M.D. Rowe Const., Inc.

140/1222

REC

August 15, 1996

The Interdesign Group
141 East Ohio Street
Indianapolis, Indiana 46204

Att: Al Cox

Re: Proposal Request # 08

Dear Al,

The following is the quotation for the above referenced proposal request. The cost for removal of the existing concrete that has been exposed on the southwest corner of the project site.

| | | |
|-----------------|----------|---------------|
| Fox Contractors | | \$ 2,200.00 |
| M.D.Rowe | 5%OH&P | <u>110.00</u> |
| | Subtotal | \$ 2,310.00 |
| M.D.Rowe | 1.5%Bond | <u>35.00</u> |
| | TOTAL | \$ 2,345.00 |

Please issue the required change order in the above amount so the work can be scheduled in the near future.

David Ginn Project Manager

cc: Pending Change Order

Proposal

RECEIVED

MILLER'S EXCAVATING SERVICE

APR 29 1997

2720 South "G" Street
Elwood, Indiana 46036
(317) 552-1150

M.D. Rowe Const., Inc.



| | | |
|--|--|-----------------------|
| PROPOSAL SUBMITTED TO <i>M.D. Rowe</i> | PHONE | DATE <i>8-4-96</i> |
| STREET <i>P.O. Box 502738</i> | JOB NAME <i>Elwood public Library</i> | |
| CITY, STATE AND ZIP CODE <i>Indpls, In. 46250</i> | JOB LOCATION <i>1600 Main St.</i> | |

*This is an estimate for Proposal Request Number 08
Project Number 750017*

- 1. Concrete Slabs exposed on Southwest corner of site to be removed + disposed off site \$750.00*

2nd Proposal

- 1. Sawcut approx. 95' of concrete sidewalk and remove off site*
- 2. Cut off existing bollards + 4" below finish yard Grade.*
- 3. Remove existing concrete approx. 37' Long 12" wide + 4" below finish Grade off site. 2nd Proposal total \$2400.00*

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

30 days after Receipt of bill dollars (\$ *750.00* - *2400.00*)

Payment to be made as follows:

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.

Authorized Signature Joe Miller

Note: This proposal may be withdrawn by us if not accepted within 30 days.

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

Date of Acceptance: _____

Signature _____

Signature _____

Architect's Supplemental Instructions

AIA Document G710 - *Electronic Format*

RECEIVED

APR 29 1997

M.D. Rowe Const., Inc.

RECEIVED

APR 29 1997

M.D. Rowe Const., Inc.

Owner []
Architect []
Consultant []
Contractor []
Field []
Other []

PROJECT:

(name, address)

Elwood Public Library
North Madison County

OWNER:

North Madison County
Public Library System
Leasing Corp.

TO:

(Contractor)

M. D. Rowe Construction, Inc.
8739 Castle Park Drive
Indianapolis, In 46256

Attn: Mr. David Ginn w/5 copies attachments

CONTRACT FOR: General Construction

CONTRACT DATED:

ARCHITECT'S SUPPLEMENTAL
INSTRUCTION NO: 12

DATE OF ISSUANCE: 19 July 1996

ARCHITECT:

The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46204

ARCHITECT'S PROJECT NO: 950017

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgement that there will be no change in the Contract Sum or Contract Time.

Description:

Reference Drawing C.I.1:

Saw cut existing concrete sidewalk +/- 12" wide strip +/- 95' long and remove. Cut off existing bollards +/- 4"

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION. AUTHENTICATION OF THIS ELECTRONICALLY DRAFTED AIA DOCUMENT MAY BE MADE BY USING AIA DOCUMENT D401.

below finish yard grade. Remove +/- 12" wide strip +/- 37' long existing concrete +/- 4" below finish grade.

Attachments:

(Here insert listing of documents that support description.)

Sketch ASI 12 dated 7/19/96.

RECEIVED

APR 29 1997

M.D. Rowe Const., Inc.

ISSUED BY:

BY: Al Cox, Construction Administration

cc: Kathi Wittkamper, Director NMCPLS, w/attachment
Don Hill, NMCPLS Leasing Corp., w/attachment
Harold Etchison, NMCPLS Clerk of Works, w/attachment
Joel Blum, IDG, w/attachment
Chris McComas, IDG, w/attachment
File 950017 w/attachment

Architect

MID Rowe
CONSTRUCTION INC.
GENERAL CONTRACTORS/CONSTRUCTION MANAGERS

May 6, 1997

Mr. Joel Blum
The Interdesign Group, Inc.
141 East Ohio Street
Indianapolis, IN 46204

RE: Elwood Public Library
Payments

Dear Mr. Blum,

Over the last few weeks I have been trying to get in contact with Mr. Packard to discuss our last few payments. I understand he is out ill this week, so I was told to contact you.

Currently we have three invoices submitted and will provide the final invoice as soon as the change order is provided by you. This last change order would include several items which Harold has approved. Those backup documents were sent to your office and the owner. It would help us all to see that this change order is followed up so we may all close the project and we may pay those subs which have already completed the work.

The three payments submitted consist of;

Payment No. 13, Dated March 17, 1997: This is a progress payment which requires no further documents to process and is currently overdue.

Payment No. 14, Dated March 17, 1997: This reduces retainage. We have provided our guarantee which reiterates our requirements listed in the contract documents. We have also sent in the final waivers of lien as Mr. Packard requested, even though this is a no-lien project. Even with paying this retainage you have much more money than any requirements yet to resolve. We ask that this request be processed for payment without further delay. We have several sub-contractors which would like their retainage as well. Your assistance on this invoice would be appreciated.

Payment No. 15, Dated April 1, 1997: This is for Change Order No. 10 and should be processed in the normal sequence. It is now over 30 days as well.

If there is a real issue with any of these lets talk so it may get resolved quickly. I know of nothing to hinder the prompt payment of any of these three invoices. Your help would be greatly appreciated to resolve these.

Sincerely,


Mark D. Rowe

cc; Kathi Wittkamper

EXPENDITURES TO BE ALLOWED
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 14 MAY 97

PAGE 1

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|----------------------------|-----------------|------------|------------------------------|
| | | -PAID AFTER BOARD MEETING- | | | |
| 016326 | 00275 | BALDWIN CONSTRUCTION C | 1950.00 | 09-APR-97 | COMPUTER CABINET - FRANKTON |
| 016327 | 00275 | CAROLYN LAMBERTSON | 51.08 | 09-APR-97 | PETTY CASH - SUMMITVILLE |
| 016328 | 00277 | RAMSAY BUSINESS PRODUC | 232.27 | 09-APR-97 | SUPPLIES - SERVICE |
| XXX | 00278 | LIBRARY CORPORATION, T | .00 | 09-APR-97 | CORRECTION ACCOUNT - VOUCHER |
| 016329 | 00279 | AT&T | 10.89 | 09-APR-97 | PHONE - ELWOOD |
| 016330 | 00280 | GTE NORTH INDIANA OFER | 127.13 | 09-APR-97 | PHONE - FRANKTON |
| 016331 | 00281 | PUBLIC EMP. RETIREMENT | 6344.54 | 09-APR-97 | QTRLY.P.E.R.F. PAYMENT 3/31/ |
| 016332 | 00282 | GONDA HORINE | 15.00 | 09-APR-97 | MILEAGE |
| 016333 | 00283 | CATER ELECTRIC CO. IN | 1475.00 | 09-APR-97 | INSTALL LINES FOR COMPUTERS |
| 016334 | 00284 | AUDIO VISUAL COMMUNICA | 94.00 | 09-APR-97 | SERVICE AGREEMENT - APRIL |
| PAYROLL | 00285 | PAYROLL | 10614.12 | 02-APR-97 | CHECKS 004344-004363 |
| PAYROLL | 00286 | PAYROLL DEDUCTIONS | -4587.85 | 02-APR-97 | CHECKS 004344-004363 |
| 016335 | 00287 | INDIANA GAS COMPANY | 350.72 | 15-APR-97 | GAS - ELWOOD |
| 016336 | 00288 | AMERITECH | 203.50 | 16-APR-97 | TELEPHONE - SUMMITVILLE |
| 016337 | 00289 | INDIANAPOLIS MUSEUM OF | 2195.00 | 15-APR-97 | CONSERVATION TREATMENT - PAI |
| 016338 | 00290 | POSTWASTER | 26.00 | 16-APR-97 | STAMPS - FRANKTON |
| 016339 | 00291 | PAYROLL | 10601.53 | 15-APR-97 | CHECKS 004364-004383 |
| PAYROLL | 00292 | PAYROLL DEDUCTIONS | -4577.84 | 16-APR-97 | CHECKS 004364-004383 |
| 016340 | 00293 | STAR FINANCIAL BANK | 2752.03 | 15-APR-97 | FED. TAX & FICA |
| 016341 | 00294 | MADISON COUNTY SCHOOL | 1459.03 | 15-APR-97 | CREDIT UNION DED.-P/R 4-16-9 |
| 016342 | 00295 | INDIANA DEFERRED COMPE | 298.00 | 15-APR-97 | ANNUITY DEDUCTIONS - P/R 4-1 |
| VOID | 00296 | CENTRAL IND.COMPUTER C | -270.74 | 14-APR-97 | CORRECT VOID CK. - ADD BACK |
| 016343 | 00297 | GREG ADAMS | 1401.00 | 15-APR-97 | FRAMES - INDIANA ROOM |
| PAYROLL | 00298 | PAYROLL | 10513.56 | 30-APR-97 | CHECKS 004385-004404 |
| PAYROLL | 00299 | PAYROLL DEDUCTIONS | -4598.04 | 30-APR-97 | CHECKS 004385-004404 |
| 016344 | 00300 | INDIANA DEPARTMENT OF | 1237.17 | 30-APR-97 | STATE&COUNTY TAX PR 30-APR-9 |
| 016345 | 00301 | STAR FINANCIAL BANK | 2744.12 | 30-APR-97 | FEDERAL& FICA/PR 30-APR-97 |
| 016346 | 00302 | MADISON COUNTY SCHOOL | 1412.39 | 30-APR-97 | PAYROLL DED / PR 30-APR-97 |
| 016347 | 00303 | INDIANA DEFERRED COMPE | 299.00 | 30-APR-97 | PAYROLL DED / PR 30-APR-97 |
| 016348 | 00304 | CITY OF ELWOOD NON-REV | 776.92 | 30-APR-97 | INSURANCE ISINGLE IFAMILY/04 |
| 016349 | 00305 | MADISON COUNTY TREASUR | 1222.03 | 30-APR-97 | REAL ESTATE/ASSES- ELWOOD,FR |
| 016350 | 00306 | BARBARA WADAMS | 49.20 | 30-APR-97 | PETTY CASH - FRANKTON |
| 016351 | 00307 | INDIANA GAS COMPANY | 69.05 | 30-APR-97 | GAS - FRANKTON |
| 016352 | 00308 | ALEXANDRIA TIMES-TRIBU | 23.00 | 30-APR-97 | NEWSPAPER - SUMMITVILLE |
| 016353 | 00309 | AMERICAN ELECTRIC POWE | 1211.62 | 30-APR-97 | ELECTRIC - ELWOOD |
| 016354 | 00310 | POSTWASTER | 299.00 | 30-APR-97 | POSTAGE - ELWOOD |
| 016355 | 00311 | GREG ADAMS | -300.00 | 30-APR-97 | VOID CHECK |
| 016356 | 00312 | ANDERSON NEWSPAPERS IN | -45.30 | 30-APR-97 | CHECK RETURNED - DUPLICATED |
| 016357 | 00313 | MADISON COUNTY TREASUR | -25.00 | 30-APR-97 | VOID CK. - TAXES NOT DUE |
| 016358 | 00314 | BALDWIN CONSTRUCTION C | .00 | 30-APR-97 | CORRECT FUND NUMBER/VOUCHER# |
| 016359 | 00315 | CITY OF ELWOOD NON-REV | .00 | 30-APR-97 | CORRECT ACCOUNT NUMBERS-VOUC |
| 016360 | 00316 | STAR FINANCIAL BANK | .00 | 30-APR-97 | CORR.VOUCHER#00064, ACCOUNTS |
| | | --TOTAL-- | 45644.23 | | |
| | | -CURRENT EXPENDITURES- | | | |
| 016355 | 00317 | MADISON COUNTY TREASUR | 30.00 | 05-MAY-97 | PROP.TAX ASSESS. - 1600 MAIN |

EXPENDITURES TO BE ALLOWED
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 14 MAY 97

PAGE 2

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|-------------------------------|
| 016356 | 00318 | INDIANA STATE LIBRARY | 12.00 | 05-MAY-97 | RESERVATIONS - 3/BUDGET CLIN |
| 016357 | 00383 | INCOLSA | 30.00 | 14-MAY-97 | RESERVATION - J.SCOTT, P. ED |
| 016358 | 00384 | STAR FINANCIAL BANK | 2748.46 | 14-MAY-97 | FEDERAL-FICA TAXES |
| 016359 | 00385 | MADISON COUNTY SCHOOL EMPLOY | 1411.72 | 14-MAY-97 | CREDIT UNION DEDUCTIONS-PR 0 |
| 016360 | 00386 | INDIANA DEFERRED COMPENSATIO | 215.00 | 14-MAY-97 | ANNUITY DEDUCTIONS-PR 05/14 |
| 016361 | 00319 | AT&T | .35 | 14-MAY-97 | TELE. - FRANKTON |
| 016362 | 00320 | AT&T | 9.94 | 14-MAY-97 | TELE. - ELWOOD |
| 016363 | 00321 | AUDIO VISUAL COMMUNICATIONS | 99.00 | 14-MAY-97 | SERV. AGREE. - MAY |
| 016364 | 00322 | AMERITECH | 306.63 | 14-MAY-97 | TELE. - ELWOOD |
| 016365 | 00323 | AMERICAN ELECTRIC POWER | 160.43 | 14-MAY-97 | ELEC. - SUMMIT, ELWOOD |
| 016366 | 00324 | BAUERS | 9.50 | 14-MAY-97 | SUPPLIES - CHILDREN'S DEPT.F |
| 016367 | 00325 | BRADLEY JOHNSON | 14.05 | 14-MAY-97 | BOOK ED.FOR & THEN RET'D.-RE |
| 016368 | 00326 | BINGHAM, FARRER & WILSON | 232.50 | 14-MAY-97 | LEGAL SERVICES - APRIL |
| 016369 | 00327 | BAKER & TAYLOR BOOKS | 3290.97 | 14-MAY-97 | BOOKS - ELWOOD, FRANKTON, SU |
| 016370 | 00328 | CNA | 20.00 | 14-MAY-97 | WORKMEN'S COMP. INS. |
| 016371 | 00329 | CHICAGO TRIBUNE | 143.52 | 14-MAY-97 | SUBSCRIPTION TO 3-10-98 |
| 016372 | 00330 | CITY PRODUCTIONS, INC. | 35.70 | 14-MAY-97 | VIDEOS - ELWOOD |
| 016373 | 00331 | ELWOOD PUBLISHING COMPANY IN | 32.50 | 14-MAY-97 | AD - CLEK |
| 016374 | 00332 | CITY WATER & SEWAGE DEPT. | 121.24 | 14-MAY-97 | WATER - ELWOOD |
| 016375 | 00333 | CONNIE L. NANCE | 125.00 | 14-MAY-97 | CLEANING COMPUTERS INSTRICTO |
| 016376 | 00334 | DIANA L. SHEPARD | 11.00 | 14-MAY-97 | BARCODING BRANCHES MILEAGE |
| 016377 | 00335 | DICK'S LOCKSMITHING | 20.00 | 14-MAY-97 | KEYS |
| 016378 | 00336 | DEMCO | 44.50 | 14-MAY-97 | SUPPLIES |
| 016379 | 00337 | FARM EQUIPMENT GUIDE | 39.20 | 14-MAY-97 | 197 ANNUAL FARM EQ. GUIDE |
| 016380 | 00338 | FILIP, INC. | 72.65 | 14-MAY-97 | CLEAN SUPPLIES |
| 016381 | 00339 | FOREST HOUSE PUBLISHING CO I | 155.82 | 14-MAY-97 | BOOKS - ELWOOD CHILDREN'S |
| 016382 | 00340 | GTE NORTH INDIANA OPERATIONS | 130.74 | 14-MAY-97 | TELE. - FRANKTON |
| 016383 | 00341 | GALE RESEARCH | 153.34 | 14-MAY-97 | BOOKS - ELWOOD |
| 016384 | 00342 | GARETH STEVENS | 990.79 | 14-MAY-97 | BOOKS - CHILDREN'S |
| 016385 | 00343 | GAYLORD BROS. | 207.37 | 14-MAY-97 | FRD.CBS, SUMMIT, BOOK FROM |
| 016386 | 00344 | REIMAN PUBLICATIONS | 10.98 | 14-MAY-97 | SUBSCRIP - COUNTY EXTRA |
| 016387 | 00345 | CUSTOMER SERVICE | 64.70 | 14-MAY-97 | BOOKS - FRANKTON |
| 016388 | 00346 | HP PRODUCTS | 50.14 | 14-MAY-97 | CLEANING SUPPLIES |
| 016389 | 00347 | INDIANA-AMERICAN WATER CO.,I | 69.05 | 14-MAY-97 | WATER - SUMMITVILLE |
| 016390 | 00348 | INDIANA GAS COMPANY | 334.86 | 14-MAY-97 | GAS - ELWOOD |
| 016391 | 00349 | HORTON'S & SONS OF ELWOOD | 159.42 | 14-MAY-97 | EQUIPMENT - CUSTODIAN |
| 016392 | 00350 | INGRAM DISTRIBUTION GROUP IN | 527.15 | 14-MAY-97 | BOOKS - FRANKTON, SUMMITVILL |
| 016393 | 00351 | JAME A. BECKLEY | 2000.00 | 14-MAY-97 | LEASE PAYMENT - JUNE |
| 016394 | 00352 | K MART | 169.70 | 14-MAY-97 | SUPPLIES - ELWOOD, SUMMITVILL |
| 016395 | 00353 | LEWIS JONES PLUMBING, HEATIN | 80.00 | 14-MAY-97 | PLUMBING - ELWOOD |
| 016396 | 00354 | CAROLYN LAMBERTSON | 7.50 | 14-MAY-97 | MILEAGE |
| 016397 | 00355 | LIBRARY CORPORATION, THE | 4796.00 | 14-MAY-97 | BOOK PROCESSING, AUTOMATION |
| 016398 | 00356 | LIBRARY STORE INC., THE | 141.66 | 14-MAY-97 | SUPPLIES |
| 016399 | 00357 | MURCIE NEWSPAPERS, INC. | 148.20 | 14-MAY-97 | SUBSCRIPTION - ELWOOD |
| 016400 | 00358 | LEARNER PUBLICATIONS COMPANY | 78.13 | 14-MAY-97 | BOOKS - CHILDRENS |
| 016401 | 00359 | HAC ADDICT/SUBSCRIPTION DEPT | 29.93 | 14-MAY-97 | SUBSCRIPTION |
| 016402 | 00360 | MARVIN SAUBERT | 60.00 | 14-MAY-97 | LAWN CARE - SUMMITVILLE |
| 016403 | 00361 | MARSH SUPERMARKET | 26.01 | 14-MAY-97 | SUPPLIES |

EXPENDITURES TO BE ALLOWED
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 14 MAY 97

PAGE 3

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|------------------------------|
| 016404 | 00362 | MADISON-GRANT HIGH SCHOOL | 25.00 | 14-MAY-97 | BOOK - SUMMITVILLE |
| 016405 | 00363 | MICHIE | 17.89 | 14-MAY-97 | BOOK - ELWOOD |
| 016406 | 00364 | HILLBROOK PRESS, INC. | 82.24 | 14-MAY-97 | BOOKS - YOUNG ADULT |
| 016407 | 00365 | MICROMARKETING ASSOCIATES | 40.85 | 14-MAY-97 | VIDEO - ELWOOD |
| 016408 | 00366 | MIDWEST EXCHANGE | 401.00 | 14-MAY-97 | VIDEOS - ELWOOD, FRANKTON |
| 016409 | 00367 | PILLSBURY CLASSIC COOKBOOKS | 24.95 | 14-MAY-97 | SUBSCRIPTION |
| 016410 | 00368 | PAPERDIRECT, INC. | 48.85 | 14-MAY-97 | OFFICE SUPPLIES |
| 016411 | 00369 | PHOENIX LEARNING GROUP, INC. | 90.47 | 14-MAY-97 | BOOKS - CHILDRENS |
| 016412 | 00370 | POLITICAL RESEARCH INC. | 717.00 | 14-MAY-97 | BOOKS - ELWOOD |
| 016413 | 00371 | QUILL CORPORATION | 400.32 | 14-MAY-97 | SUPPLIES - FURNITURE & EQUIP |
| 016414 | 00372 | REVOCO D.S., INC. | 4.47 | 14-MAY-97 | CLEANING SUPPLIES |
| 016415 | 00373 | ROSEN PUBLISHING GROUP | 59.70 | 14-MAY-97 | BOOKS - ELWOOD CHILDREN'S |
| 016416 | 00374 | RADIO SHACK | 12.97 | 14-MAY-97 | SUPPLIES |
| 016417 | 00375 | ROYAL FLUSH, INC. | 59.25 | 14-MAY-97 | REPAIR - FRANKTON |
| 016418 | 00376 | RANSAY BUSINESS PRODUCTS | 468.44 | 14-MAY-97 | SUPPLIES - COPY MACHINE SERV |
| 016419 | 00377 | STRATEGIC PLANNERS ALLIANCE | 46.62 | 14-MAY-97 | FRANKTON - BOOKS |
| 016420 | 00378 | TOWN OF FRANKTON | 132.31 | 14-MAY-97 | UTILITIES |
| 016421 | 00379 | UNIVERSITY BOOK SERVICE | 291.98 | 14-MAY-97 | BOOKS - CHILDRENS, YA - ELWO |
| 016422 | 00380 | UNITOG RENTAL SERVICES | 31.00 | 14-MAY-97 | CLEANING SUPPLIES |
| 016423 | 00381 | VON HOLTZBRINCK PUBLISHING S | 30.32 | 14-MAY-97 | BOOKS - CHILDRENS - ELWOOD |
| 016424 | 00382 | KEYSTAR SYSTEMS | 105.05 | 14-MAY-97 | OFFICE SUPPLIES |
| 016425 | 00387 | MATT SMITH | 20.00 | 14-MAY-97 | LAWN CARE - FRANKTON |
| 016426 | 00388 | DARELL MCQUITTY | 47.25 | 14-MAY-97 | CARPENTRY - WALL HG.CHILDREN |
| 016427 | 00389 | CURTIS MEDIA, INC. | 61.00 | 14-MAY-97 | FAIRMOUNT HISTORY/ELWOOD BO |
| 016428 | 00390 | POSTMASTER | 26.00 | 14-MAY-97 | STAMPS |

--TOTAL-- 22877.42

 PRIOR MONTH TOTALS 45644.23
 CURRENT MONTH TOTALS 22877.42

 GRAND TOTALS 68521.65

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 3 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 68521.65. DATED 14-MAY-97.

Jerry J. Kaiser

Sharan Pace

Shirley Camp

Annella Bolander

Barbara Abernathy

Linda Aileen

Cynthia J. Austin

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Regular Meeting For Business
May 29, 1997
7:00pm

.....
facsimile transmittal

To: Jim Wilson Fax: 552-5496
From: Kathi Wittkamper Date: May 20, 1997
Re: Earlier phone conversation Pages: 2
CC: Jan Helping

Urgent For Review Please Comment Please Reply Please Recycle

.....
Notes: I talked with Jan before calling Bev and Jan passed the following messages along to me. (I took a sick day yesterday, and hadn't completely caught up before you called.) Noting the line with the asterisk (mine), would you please speak to Bev directly? Thank you!

.....
.....
.....
.....
.....
.....
.....

CONFIDENTIAL

PRESIDENT BEVERLY AUSTIN CALLED FOR A QUORUM. THREE BOARD MEMBERS WERE PRESENT. SINCE FOUR MEMBERS CONSTITUTES A QUORUM, A MEETING WAS NOT HELD.

May 16, 1997

TO: Kathi W.
Jan H.
NMCPL Board

RE: M.D. Rowe request

I am requesting a public meeting of the Board for the purpose of voting to pay:

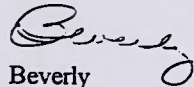
C. O. # 10
C. O. #11
Appl. # 140-14
Appl. #140-15

* Until I hear further from Jim Wilson concerning Appl. #140-13, I am NOT recommending payment of that bill.

I hope you will check documents concerning these payments prior to May 29th. On that date I would like a called special meeting at 4:00 p.m. to act upon these change orders and applications. The meeting will be only for the discussion of these financial concerns.

Please let Jan or Kathi know if you will be able to attend a called meeting on May 29th at 4:00 p.m.

Thank you,

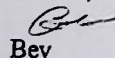

Beverly

TO: Kathi
Jan

Please send the notice I have with the letter from Inter Design. Advise me ASAP of any response from Jim. If you have not heard from Jim by May 22nd, please let me know.

Also please advise the public via newspaper of special public meeting on May 29 at 4:00 p.m. There is to be only the public meeting, no executive session.

Thanks,


Bev

May 16, 1997

TO: Kathi W.
✓Jan H.
NMCPL Board

RE: M.D. Rowe request

I am requesting a public meeting of the Board for the purpose of voting to pay:

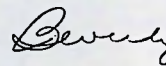
C. O. # 10
C. O. #11
Appl. # 140-14
Appl. #140-15

Until I hear further from Jim Wilson concerning Appl. #140-13, I am NOT recommending payment of that bill.

I hope you will check documents concerning these payments prior to May 29th. On that date I would like a called special meeting at 4:00 p.m. to act upon these change orders and applications. The meeting will be only for the discussion of these financial concerns.

Please let Jan or Kathi know if you will be able to attend a called meeting on May 29th at 4:00 p.m.

Thank you,


Beverly

MD Rowe
CONSTRUCTION INC.
GENERAL CONTRACTORS/CONSTRUCTION MANAGERS

May 15, 1997

North Madison County Public Library
1600 Main Street
Elwood, Indiana 46036

Attn: Beverly Austen

Re: Payment

Dear Ms. Austen,

On May 14 Kathi Wittkamper and I discussed the payment applications she had received from Interdesign. She advised that Jim Wilson had instructed her that all invoices could be paid with the exception of the amount of the claim of Builders Specialities of which M.D.Rowe had no previous knowledge. This A.M. Kathi and I spoke concerning these invoices and she advised that your board determined that even though The Interdesign Group recommended payment that they elected to table action at this time.

Your board is bond by the same contract that M.D.Rowe has and per that contract you are obligated to make payment unless just cause is given. These monies are past due to our suppliers and subcontractors who have already fulfilled their contractual obligations to the board. We receive calls on a daily basis from these people wanting their money, possible we should give all of these companies your phone number and let you explain the further delay that is now being incurred by non payment.

We must notify you at this time that as far as M.D.Rowe is concerned this money is past due and should be paid. As of this date any expense that we may incur due to your decision not to pay will be passed on to the library for payment.

David Ginn Project Manager

David Ginn Project Manager

cc: Mark Rowe MDR
Joel Blum IDG
140/contract file

*these 3
Copies sent
to Bd mbrs.
5/21/97 JG*

TO: Kathi
Jan

Please send the notice I have with the letter from Inter Design. Advise me ASAP of any response from Jim. If you have not heard from Jim by May 22nd, please let me know.

Also please advise the public via newspaper of special public meeting on May 29 at 4:00 p.m. There is to be only the public meeting, no executive session.

Thanks,

Bev
Bev

May 16, 1997

TO: Kathi W.
✓Jan H.
NMCPL Board

RE: M.D. Rowe request

I am requesting a public meeting of the Board for the purpose of voting to pay:

- C. O. # 10
- C. O. #11
- Appl. # 140-14
- Appl. #140-15

Until I hear further from Jim Wilson concerning Appl. #140-13, I am NOT recommending payment of that bill.

I hope you will check documents concerning these payments prior to May 29th. On that date I would like a called special meeting at 4:00 p.m. to act upon these change orders and applications. The meeting will be only for the discussion of these financial concerns.

Please let Jan or Kathi know if you will be able to attend a called meeting on May 29th at 4:00 p.m.

Thank you,

Beverly
Beverly

| | | |
|--------------------------------------|----------------------------|-----------------------------|
| Burnette-Dellinger Ins. | 10-17-96 | \$1,015.00✓ |
| M. D. Rowe Construction | 10-17-96 | \$258,040.50✓ |
| M. D. Rowe/Escrow Account | 10-17-96 <i>not a bill</i> | \$106,700.00 ✓ |
| Inter-Design | 10-17-96 | \$7,074.00✓ |
| Inter-Design | 10-17-96 | \$1,860.00✓ |
| Inter-Design | 10-17-96 | \$394.25✓ |
| Inter-Design | 10-17-96 | \$5,853.63✓ |
| M. D. Rowe Construction | 11-17-96 | \$280,663.25✓ |
| M. D. Rowe/Retainage Correction | 11-17-96 <i>not a bill</i> | (\$106,323.00) ✓ |
| M. D. Rowe Construction | 12-09-96 | \$340,489.55✓ |
| Inter-Design | 12-09-96 | \$4,873.49✓ |
| Lucent Technologies | 12-09-96 | \$14,976.90✓ |
| Light Source | 12-09-96 | \$790.00✓ |
| Green Acres | 12-09-96 | \$425.00✓ |
| Inter-Design | 01-09-97 | \$3,218.43✓ |
| Library Movers of America | 01-09-97 | \$7,251.51✓ |
| M. D. Rowe/ Construction | 01-20-97 | \$42,830.12✓ |
| M. D. Rowe/ Construction | 01-20-97 | \$75,487.70✓ |
| National City Bank | 02-12-97 | \$1,350.00 |
| Static-Pro, Inc. | 03-12-97 | \$950.00 |
| Gaylord Bros/ Security Sys.Supplies | 03-12-97 | \$360.00 |
| Gaylord Bros/ Security Sys. Supplies | 03-12-97 | \$1,155.00 |
| Hoosier Filing & Storage | 03-12-97 | \$3,896.10 |
| Lucent Technologies | 03-12-97 | \$11,426.49 |

Sub-total. Disbursements

2,243,892.14
~~\$2,524,936.20~~

| | | |
|------------------------------|----------|--------------|
| Inter-Design Group, Inc. | 04-10-97 | \$10,159.35✓ |
| Harper Window Treatments | 05-14-97 | \$1,178.00 |
| M. D. Rowe/Construction | 06-11-97 | \$10,520.00 |
| M. D. Rowe/Construction | 06-11-97 | \$2,780.00 |
| M. D. Rowe/Escrow(Retainage) | 06-11-97 | \$35,404.88 |

2,303,734.37
~~\$2,584,978.49~~

Sub-total - disbursements

173,969.12
~~\$~~ *2,477,903.49* *Total Disburse*

4/97 Inter-Design — 209462.74 (404,224.00 - 194,761.26)

4/97 M.D. Rowe — 2,071,013.12

10520.

2780.

35404.88

2119718.00

Contract 2,145,778.00

Pd 2,119,718.00

yet to pay 26,060.00

PAGE 4

STATEMENT OF TRANSACTIONS

DATE 04/30/97

ACCOUNT NUMBER: 38-M017-00-0

ACCOUNT NAME: NORTH MADISON LIBRARY C/F

ADMINISTRATIVE OFFICER: AMF

| *** STATEMENT SUMMARY *** | INCOME CASH | PRINCIPAL CASH | ASSET CARRYING VALUE |
|---------------------------|----------------|-------------------|-------------------------|
| ** BEGINNING BALANCES ** | \$86,437.71 | \$86,437.71- | \$88,493.01 |
| TOTAL RECEIPTS | 395.37 | .00 | |
| TOTAL DISBURSEMENTS | .00 | 10,159.35- | |
| NET INVESTED CASH CHANGES | .00 | 9,763.98 | 9,763.98- |
| ** ENDING BALANCES ** | \$86,833.08 | \$86,833.08- | \$78,729.03 |

Expense acct.
 67273.83
 35404.88 #14
 (26000.00 held)

 31868.95

- 10520.00 #13

 \$ 68209.03 Balance
 - 1178.00 Blinds

 \$ 67031.03
 - 2720.00

 64251.03

NMCPLS

| | | | | | |
|----|-----------------------------|---------|----------------|-------------|----------------------------|
| 14 | Bainbridge bank Note | | 12/12/95 | 1,431.30 | |
| 15 | Attorney Fee | | 12/12/95 | 100.00 | |
| 16 | B-D Insurance | | 2/13/96 | 3,802.00 | |
| 17 | Richard Ward | | 2/13/96 | 550.00 | |
| 18 | City Water | | 5/28/96 | 3,386.48 | |
| 19 | B-D Insurance | | 10/17/96 | 1,015.00 | |
| 20 | Lucent Tech | | 12/9/96 | 14,976.90 | |
| 21 | Light Source | | 12/9/96 | 790.00 | |
| 22 | Green Acres | | 12/9/96 | 425.00 | |
| 23 | Library Movers | | 1/9/97 | 7,251.51 | |
| | Total | | | 128,407.16 | 128,407.16 |
| | | | | Subtotal | 2,355,893.55 |
| 1 | M.D. Rowe/Escrow | \$ Hold | 8/8/96 | 14,973.87 | <i>These are not bills</i> |
| 2 | | \$ Hold | 8/8/96 | 72,917.04 | |
| 3 | | \$ Hold | 9/15/96 | 18,809.09 | |
| 4 | | \$ Hold | 10/17/96 | 106,700.00 | |
| 5 | | Transf | 11/17/96 | -106,325.00 | |
| | Total | | | 107,075.00 | 107,075.00 |
| | | | | Subtotal | 2,462,968.55 |
| 1 | InterDesign Group | | | | |
| | Double Addition? <i>yes</i> | | 1-0-97/1-20-97 | 3,218.43 | 3,218.43 |
| | | | | Subtotal | 2,466,186.98 |
| 1 | M.D. Rowe | | | | |
| | From Escrow | | 1/20/97 | 42,830.12 | 42,830.12 ✓ |
| | | | | TOTAL | 2,509,017.10 |

| | | |
|---------------------------|----------------|------------------|
| <i>Rowe</i> | <i>1-20-97</i> | <i>95,487.70</i> |
| <i>N.C.B</i> | <i>2-12-97</i> | <i>1,350.00</i> |
| <i>Static-Pro</i> | <i>3-12-97</i> | <i>950.00</i> |
| <i>Daylord / Security</i> | <i>3-12-97</i> | <i>360.00</i> |
| <i>"</i> | <i>3-12-97</i> | <i>1,155.00</i> |
| <i>Horsum Filing</i> | <i>3-12-97</i> | <i>3,896.10</i> |
| <i>Lucent Techn.</i> | <i>3-12-97</i> | <i>11,426.49</i> |
| <i>Inter-Design</i> | <i>4-10-97</i> | <i>10,159.35</i> |
| <i>Harper</i> | <i>5-14-97</i> | <i>1,178.00</i> |
| <i>M.D. Rowe</i> | <i>6-11-97</i> | <i>10,520.00</i> |
| <i>"</i> | <i>6-11-97</i> | <i>2,780.00</i> |
| <i>"</i> | <i>6-11-97</i> | <i>3,540.49</i> |

2,660,466.19
2,477,903.49

Deponents further say that attached to this Affidavit are the statements of the above creditors as received by the Leasing Corporation.

Further Deponents saith not.

Fran Hoffman
Frances A. Wheeler

Subscribed and sworn to before me, a Notary Public in and for said county and state, this 30 day of May, 1997

MY COMMISSION EXPIRES:

Patricia S. Helpling
Notary Public
County of Residence: Madison

PATRICIA S HELPLING
NOTARY PUBLIC STATE OF INDIANA
MADISON COUNTY
MY COMMISSION EXP. NOV. 7, 1999

This instrument prepared by:

JAMES W. WILSON/1286-48
BINGHAM, FARRER & WILSON, P.C.
Attorneys at Law
P. O. Box 494
Elwood, Indiana 46036-0494
Telephone: (317) 552-9878
library\affidavi\sb

RECEIVED

M. D. Rowe

CONSTRUCTION, INC.

8739 Castle Park Drive
Indianapolis, IN 46258

FAX TRANSMITTAL

APR 29 1997

M.D. Rowe Const., Inc.

PROJECT # : 140
PROJ. NAME : Elwood Library
ATTACHED :

TO: NAME : Arlen
FIRM : IOG

FAX # : ()
DATE : 3-14-97
TIME :

COMMENTS :

Arlen,

Attached is the back up that you requested. Please note that this documentation goes all the way back to November

You should also call Harold Etchison he was aware of work and agreement when this was performed in Sept. & Oct.

PHONE : (317) 578-2737
FAX : (317) 578-7840

SIGNATURE : David Levin Proj. Mgr.
NAME :

INCLUDING THE COVER SHEET 5 PAGES WERE SENT, PLEASE CALL IF ALL WERE NOT RECIEVED.

M. D. Rowe

CONSTRUCTION, INC.

8739 Castle Park Drive
Indianapolis, IN 46256

FAX TRANSMITTAL RECEIVED

APR 29 1997

M.D. Rowe Const., Inc.

PROJECT # : 140

PROJ. NAME : Elwood

ATTACHED : _____

TO: NAME : Arken

FIRM : IDG

FAX # : (317) 263-9644

DATE : 1-10-97

TIME : _____

COMMENTS :

Arken,
Please try to determine the status of the change order for this work. This work was performed last fall.

SIGNATURE : David Ginn P. Mgr.
NAME : _____

PHONE : (317) 578-2737

FAX : (317) 578-7840

INCLUDING THE COVER SHEET 2 PAGES WERE SENT, PLEASE CALL IF ALL WERE NOT RECEIVED.

MID Rowe

CONSTRUCTION INC.
GENERAL CONTRACTORS/CONSTRUCTION MANAGERS

RECEIVED

APR 29 1997

M.D. Rowe Const., Inc.

December 2, 1996

The Interdesign Group
141 East Ohio Street
Indianapolis, Indiana 46204

RE: Elwood Public Library

Dear Al,

This letter is in response to your letter of November 26, 1996 concerning our request for change order dated November 12, 1996. Your statement is incorrect in that we included cost of ASI # 12 in this cost breakdown. The concrete saw used is a hand demolition saw and was needed in the work that has been performed by Miller Excavating. Be advised that as far as M.D. Rowe is concerned this request for change order is still an outstanding issue and a change order needs to be written in the quoted amount of \$ 2,345.00.

David Ginn Project Manager
David Ginn Project Manager

- cc: Kathi Wittkamper NMCPLS
- Don Hil NMCPLS
- Harold Etchison NMCPLS
- Joel Blum IDG
- Pending Change Order MDR

26 November, 1996

Mr. David Ginn
M. D. Rowe Construction, Inc.
8739 Castle Park Drive
Indianapolis, IN 46256

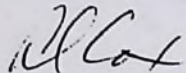
RE: Elwood Public Library
IDG Project #950017

Dear Mr. Ginn:

Reference your letter of 11-12-96, pricing for Proposal Request #8, we note an item for a concrete saw. It appears that you have included costs for Architect's Supplemental Instruction (ASI) #12. The work described by ASI #12 is a part of the contract and is not a part of the work described by Proposal Request #8. Therefore, the Owner and Architect do not approve the price as quoted.

If you have any questions, please direct them to my attention.

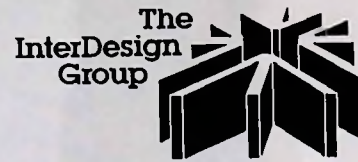
Sincerely,
The InterDesign Group, Inc.



Al Cox,
Construction Administration

AC:jc

cc: Kathi Willkamper, Director NMCPLS
Don Hill, NMCPLS Leasing Corp.
Harold Elchison, Clerk of the Works NMCPLS
Joel Blum, IDG
File 950017



Total Architectural Development
RECEIVED

APR 29 1997

M.D. Rowe Const., Inc.

The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46204
Tel 317/263-9666
Fax 317/263-9644

M D Rowe
CONSTRUCTION INC.
GENERAL CONTRACTORS/CONSTRUCTION MANAGERS

November 12, 1996

The Interdesign Group
141 East Ohio Street
Indianapolis, Indiana 46204

Attn: Al Cox

Re: Request for change order for proposal request # 08

Dear Al,

Below is the cost breakdown for the above work that was performed on a time and material basis;

| | | | |
|-------------------|--------------|------------------|-----------|
| Miller Excavating | Backhoe | 16hrs x \$ 60.00 | \$ 960.00 |
| Miller Excavating | Trucking | 14hrs x \$ 45.00 | \$ 630.00 |
| Miller Excavating | Concrete Saw | | \$ 104.00 |
| Miller Excavating | Labor | 16hrs x \$ 18.21 | \$ 291.00 |
| Landfill Fee | | | \$ 215.00 |

| | |
|-----------------|-------------|
| SUBTOTAL | \$ 2,200.00 |
| M.D.Rowe 5%OH&P | 110.00 |
| 1.5% BOND | 35.00 |

TOTAL \$ 2,345.00

Please issue a change order in the above amount.

David Ginn Project Manager
David Ginn Project Manager

cc: Pending change order

RECEIVED

APR 29 1997

M.D. Rowe Const., Inc.

12 September 1996

Mr. David Ginn
M.D. Rowe Construction, Inc.
P.O. Box 900756
8709 Castle Park Drive
Indianapolis, IN 46256

Re: Elwood Public Library
IDG Project No. 950017

Dear Mr. Ginn:

In reply to your letter of 8/29/96, revised pricing for Proposal Request No. 8, we note that the breakdown is not itemized in accordance with Specification Division 00811, Article 7, paragraph 7.2.4 that was noted to you previously.

In the interest of expediting this item and the project this office and the Owner approve doing the work as described by Proposal Request No. 8 time and material, using Miller Excavating, the local excavation contractor that you have used on the project before, in lieu of Fox Contractors, an out-of-town contractor. The time and material work is not to exceed your quoted price of \$2,345.00.

If you have any questions, please direct them to my attention.

Sincerely,

The InterDesign Group, Inc.

Al Cox,
Construction Administration

AC/c

cc: Kathi Winkarper, Director NIMCPLS
Don Hill, NIMCPLS Leasing Corp.
Harold Etchison, NIMCPLS Clerk of Works
Joel Blum, IDG
Chris McComas, IDG
File 950017



RECEIVED

SEP 11 1996

M.D. Rowe Const., Inc.

Total Architectural Development

RECEIVED

APR 29 1997

M.D. Rowe Const., Inc.

M.D. ROWE
CONSTRUCTION, INC.
Quality Construction / Professional Service

October 7, 1996

The InterDesign Group
141 East Ohio Street
Indianapolis, Indiana

Attn: Al Cox

Re: Elwood Library - Request for extra

Dear Al,

Below is the itemized cost for the additional concrete work that was performed under your direction to replace what was over and above the 2" of walk and curb that is in our contract. The cost is as follows:

| | | |
|---------------------|-----------------|------------------|
| Lee Lovisa Concrete | Sidewalk | \$ 325.00 |
| | Curb | \$ 195.00 |
| | SUBTOTAL | \$ 520.00 |
| M.D. Rowe | 5% OTHP | 26.00 |
| | 1.5% BOND | 7.80 |
| | TOTAL | \$ 554.80 |

Please issue a change order to our contract in the above amount.

David Ginn Project Manager
David Ginn Project Manager

cc: Pending change order file

attachment

Ⓢ CWCC

The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46204
317/263 9655
Fax 317/263 9644

ADDITIONAL WORK AUTHORIZATION
EXTRAS

Lee
LEE LOVISA CONCRETE FINISHING CORPORATION

18701 STATE ROAD 238 • FORTVILLE, INDIANA 46040
PHONE: 317-485-4400

DATE: Sept. 26, 1996

G.C. NAME M.D. Rowe

PROJECT: Garage Library

LABOR —

MATERIALS —

RENTALS —

DESCRIPTION OF WORK

Sidewalk
6' x 20' x 4" In front of Building
5' x 7' - Remove base. Replace on West
Side of Block.
155 Blk total @ \$2.10/sk bl.

2' x 1' x 15' base in front of Blk.
15' @ \$1.25 / lin ft.

Install flagpole base
1 @ \$100

RECEIVED

APR 29 1997

M.D. Rowe Const., Inc.

#325⁰⁰
#195⁰⁰
#400⁰⁰
#1720⁰⁰

Payment will be made as follows:

Date: 10-1-96

Authorizing Signature
Owner or G. C.

[Signature]

We hereby agree to furnish labor and materials complete in accordance with the above specifications at above stated price.

ADDITIONAL CHARGE FOR ABOVE WORK IS: \$ 112.10⁰⁰

Authorized Signature

[Signature]

Sub contractor signs here

Date 9-26-96

| | | | | | |
|------------------|--------------|------|---------|-------------|---|
| Post-it Fax Note | 7671 | Date | 6/5/97 | # of pages | 1 |
| To | SANDY BURTON | | From | JAN Helping | |
| Co. Dept. | | | Co. | | |
| Phone # | 552-3358 | | Phone # | 552-5001 | |
| Fax # | | | Fax # | | |

ty Public Library System

d, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

Please PUBLISH MON. THANKS!

BOARD OF TRUSTEES
Regular Meeting for Business
FRANKTON COMMUNITY LIBRARY

AGENDA
June 11, 1997
7:00pm

CALL TO ORDER
CALL FOR QUORUM
MINUTES

CLAIMS REGISTER

OLD BUSINESS

- A. Purchase or Lease of Real Property
(ic 5-14-1.5-6-(b) (2) (D)
- B. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (d) (d)

NEW BUSINESS

- A. Building Reports
 - 1. Elwood
 - 2. Frankton
 - 3. Summitville

DIRECTOR'S REPORT
ADJOURN

Executive Meeting
AGENDA
After Regular Mtg.

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

- A. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d)
- B. Real or Personal Property
(IC 20-14-3-4-(b)
- C. Personnel
(IC 5-14-1.5-6-(b) (6)
 - 1. Inter-Departmental Training

North Madison County Public Library System

1600 Main St. • Elwood, Indiana 46036-1598 • (765) 552-5001
FAX (765) 552-0955

FAX TRANSMITTAL PAGE

DATE: 6-5-97
TO: Notices FROM: Jan Helping

FAX: _____ FAX: _____

TOTAL NUMBER OF PAGES (including this cover page). _____

RE: Please publish Mondays
Thanks.

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001
FAX (317) 552-0955

BOARD OF TRUSTEES
Regular Meeting for Business
FRANKTON COMMUNITY LIBRARY
AGENDA
June 11, 1997
7:00pm

CALL TO ORDER
CALL FOR QUORUM
MINUTES

A. April & May

CLAIMS REGISTER

OLD BUSINESS

- A. Purchase or Lease of Real Property
1. Auction
 2. Pay Applications & Change Orders
 3. Proposal from M. D. Row/Openings in outside corner-AC

NEW BUSINESS

- A. Building Reports
1. Elwood
 2. Frankton
 3. Summitville
- B. VNA request

DIRECTOR'S REPORT
ADJOURN

Executive Meeting
AGENDA
After Regular Mtg.

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

- A. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d)
1. Excess Bond Funds
- B. Real or Personal Property
(IC 20-14-3-4-(b)
- C. Personnel
(IC 5-14-1.5-6-(b) (6)
1. Inter-Departmental Training

North Madison County Public Library System

124 North 16th Street

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1. Inter-Departmental Training

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Executive Session
June 11, 1997

CALL TO ORDER

President Beverly Austin called an executive meeting to order after the regular business meeting at the Frankton Community Library.

BUSINESS

DISCUSSED: Suggestions for spending excess bond money in the next year were: An outside sign (Kathi will get further information to bring to the board.

Frankton real estate for future use
New roof on Frankton Library
Computers
Clock, bike racks, cigarette butt cans - for Elwood
SIRS, Info-Track Programs

Formerly, a suggestion was made to put Elwood Call-Leaders on CD Rom instead of micro-film. Kathi found information discouraging the change and instead suggested the Reader-Printer be replaced.

Kathi reported a patron complaint and explained to the board the staff has been informed but also cautioned to include other employees in situations that may require a witness.

A discussion was held regarding the purchase of a bench with the money donated in Mr. Merritt's name.

Meeting was adjourned with a motion from Jerry Kaiser, seconded by Sharan Pace.

Linda Syelin
Sharan Pace
Pamela Bohlander

Barbara Abernathy - Sec'y.
Barbara Abernathy, Sec'y.

Linda Syelin

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Business Meeting
June 11, 1997
7:00pm.

CALL TO ORDER

President Beverly Austin called a regular meeting for business to order on June 11, 1997 at 7:00pm at the Frankton Community Library.

CALL FOR QUORUM

Board members present with President Austin were: Pam Bohlander, Barbara Abernathy, Jerry Kaiser and Sharan Pace. Absent were: Linda Sizelove and Brenda Carey. Also present were Director Kathi Wittkamper and Assistant Administrator Jan Helpling.

MINUTES

Minutes were approved from the previous meetings.

CLAIMS REGISTER

Claims Register was signed and checks signed by treasurer Jerry Kaiser.

OLD BUSINESS

Director Kathi Wittkamper reported that Simmons Auction Company has turned in the report of the sales and check in the amount of \$2,880.30. The Board had indicated that the proceeds of the sale were to be spent on reference material, therefore, Kathi has asked Department Heads to turn in their "wish lists" for material and she will select to fit the amount of money we have.

She has not heard from the City any information regarding their move to the Carnegie building.

BUILDING REPORT

ELWOOD - Change Order No. 10 and 11 were presented to board members from Inter-Design. Barbara Abernathy made a motion to accept Change Order 10 for \$2,780.00 and Change Order 11 for \$3,872.32. Pam Bohlander seconded and the motion passed.

Barbara Abernathy made a motion to pay three applications for payment from M.D. Rowe - Application No. 13 for \$10,520.00, Application 14 for \$35,404.88 (Original amount - \$61,404.88) and Application 15 for \$2,780.00. Pam Bohlander seconded the motion and it passed. President Austin read a letter from Attorney Wilson giving his opinion to the board that they should hold \$26,000.00 of retainage money because of the litigation pending against M.D. Rowe.

A proposal from M. D. Rowe was given to the board to cover the openings in the enclosure surrounding the air conditioner condenser unit with grates. After a brief discussion a motion was made by Barbara Abernathy to accept the bid from M. D. Rowe for \$684.00 and that the cost will come from the Construction Fund of the Bond. Jerry Kaiser seconded the motion and it passed.

NEW BUSINESS

Kathi reported that as of today, public restrooms will be locked and the key will have to be requested at the front desk because of recent vandalism.

Kathi and Emily Davidson attended an Open House at the Special Services Division of the State Library recently. They obtained information to apply for large-print books on a circuit. They have discovered the materials to be in poor condition but understandably so since they are received similar to Inter-Library Loan on a revolving program.

Frankton - A staff picture was taken for the Welcome to Frankton supplement in the paper.

They have had to replace the locks on the doors.

Summitville - Employees reported vandalism to the outside of the building. Chalk symbols were drawn on the building. The employees washed them off successfully. Regarding the new addition - the bricks for the building will not be ready by August, possibly November. Discussion was held about how the library would be arranged after the addition is finished.

Circulation Report was discussed and how the videos are down in Frankton and up in Elwood and what may prompt the differences, weather, outside sports active in Frankton, etc.

Visiting Nurse Association have requested use of the meeting room in October to give flu shots. A discussion was held on whether a profit-making organization should be allowed to use the meeting room if they were offering a free service to the public. Barbara Abernathy made a motion that VNA can use the meeting room for giving flu shots and that we should call Classic Care to offer the same opportunity if what they are offering is a free service to the public and neither is to solicit business. Pam Bohlander seconded and the motion passed.

Director's Report - Kathi asked board members to look at the back of her type-written report for a form she could use for the cross-training of the staff. Bev Austin and other members felt the training schedule should not be voluntary, that the director should direct people to other areas to be trained, especially training key people first including the two branches. Bev asked if regular staff meetings were held and suggested they should be made mandatory and held at several times during the day they were

scheduled so that all employees could attend. Barbara Abernathy suggested the Board-Staff meetings be held more than once a year. She also suggested the next meeting be held in October.

The Patron Behavior Code was discussed. The last sentence in Kathi's first draft of the code was changed into two - one sentence addressing the minor children and another regarding personal effects. Beverly asked all to look at closely, have Attorney Wilson look at and then will vote on at the July meeting.

After discovering that the Director and three members of the board would be absent at the regular July 9 meeting, the meeting was changed to 4:30pm July 16 after the 3:00pm budget committee meeting. An executive meeting will be held after if necessary.

Barbara Abernathy made a motion for the meeting to adjourn. Pam Bohlander seconded and it passed.

Barbara Abernathy - Secretary
Barbara Abernathy, Secretary

Lida Agnew
Sharon Pace
Pamela Bohlander

EXPENDITURES TO BE ALLOWED
 NORTH MADISON COUNTY PUBLIC LIBRARY
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1192
 11 JUN 97

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------------|--------------|------------------------------|-----------------|------------|------------------------------|
| -PAID AFTER BOARD MEETING- | | | | | |
| 016429 | 00391 | JOSHUA SELICH | 889.50 | 20-MAY-97 | REMOVAL OF MAT'L./CARNEGIE B |
| 016430 | 00392 | INDOLESS | 36.00 | 20-MAY-97 | 3 REGIST.- FOUYS.LANDERTSON, |
| 016431 | 00393 | LINDA SATELOVE | 104.35 | 20-MAY-97 | PAYMENT FOR SUPPLIES PURCHAS |
| PATROLL | 00394 | PATROLL | 10536.63 | 14-MAY-97 | CHECKS 004405-004425 |
| PATROLL | 00395 | PATROLL DEDUCTIONS | -4426.35 | 14-MAY-97 | CHECKS 004405-004425 |
| PATROLL | 00396 | PATROLL | 10909.61 | 28-MAY-97 | CHECKS 004426-004447 |
| PATROLL | 00397 | PATROLL DEDUCTIONS | -4502.95 | 28-MAY-97 | CHECKS 004426-004447 |
| 016432 | 00398 | STAR FINANCIAL BANK | 2820.87 | 28-MAY-97 | FED & FICA - PR ENDING 5/24/ |
| 016433 | 00399 | INDIANA DEPARTMENT OF | 828.43 | 28-MAY-97 | COUNTY&STATE TAX-PR 5/14/97 |
| 016434 | 00400 | CITY OF ELWOOD NON-REV | 776.92 | 28-MAY-97 | INSURANCE - 1 SINGLE - 1 FAM |
| 016435 | 00401 | MADISON COUNTY SCHOOL | 1419.08 | 28-MAY-97 | DEDUCTIONS FOR PR 5/28/97 |
| 016436 | 00402 | INDIANA DEFERRED COMPE | 215.00 | 28-MAY-97 | DEDUCTIONS- PR 5/28/97 |
| 016437 | 00403 | MARGARET A. EDDY | 31.50 | 28-MAY-97 | MILEAGE TO INDIANAPOLIS-CONF |
| 016438 | 00404 | DIANA L. SHEPARD | 46.48 | 28-MAY-97 | PETTY CASH REIMBURSHMENT |
| 016439 | 00405 | AMERICAN ELECTRIC POWE | 1306.46 | 28-MAY-97 | ELECTRIC - ELWOOD - SUMMITVI |
| --TOTAL-- | | | 20791.53 | | |
| -CURRENT EXPENDITURES- | | | | | |
| 016440 | 00406 | STAR FINANCIAL BANK | 2824.07 | 11-JUN-97 | PR DEDUCTIONS-PAY PERIOD END |
| 016441 | 00407 | MADISON COUNTY SCHOOL EMPLOY | 1401.98 | 11-JUN-97 | PR DEDUCTIONS-PAY PERIOD END |
| 016442 | 00408 | INDIANA DEFERRED COMPENSATIO | 215.00 | 11-JUN-97 | PR DEDUCTIONS-PAY PERIOD END |
| -016443 | 00410 | AT&T | 14.49 | 11-JUN-97 | TELEPHONE SERVICE - ELWOOD |
| -016445 | 00411 | AT&T | 1.03 | 11-JUN-97 | TELEPHONE SERVICE - FRANKTON |
| -016446 | 00412 | AUDIO VISUAL COMMUNICATIONS | 99.00 | 11-JUN-97 | SERVICE AGREEMENT FOR JUNE |
| -016447 | 00413 | BLACKBURN ELECTRONICS | 95.00 | 11-JUN-97 | INSPECTION OF ELECTRICAL PLU |
| -016448 | 00414 | CITY WATER & SEWAGE DEPT. | 128.04 | 11-JUN-97 | WATER/SEWAGE - ELWOOD |
| -016449 | 00415 | COLUMBIA UNIVERSITY PRESS | 244.50 | 11-JUN-97 | BOOKS - ELWOOD ADULT |
| VOID 016450 | 00416 | COUNTET ACCENTS | 29.97 | 11-JUN-97 | SUBSCRIPTION - FRANKTON |
| -016451 | 00417 | CUSTOMER SERVICE | 45.82 | 11-JUN-97 | BOOKS - FRANKTON |
| -016452 | 00418 | CAROLYN LAMBERTSON | 52.68 | 11-JUN-97 | PETTY CASH - SUMMITVILLE |
| -016453 | 00419 | DAVIDSON TITLES, INC. | 97.29 | 11-JUN-97 | BOOKS - ELWOOD ADULT |
| -016454 | 00420 | DEMCO | 128.41 | 11-JUN-97 | SUPPLIES |
| -016455 | 00421 | ELWOOD PUBLISHING COMPANY IN | 12.25 | 11-JUN-97 | CLASSIFIED AD |
| -016456 | 00422 | FAMILY BOOKSTORE | 224.68 | 11-JUN-97 | BOOKS - SUMMITVILLE |
| VOID 016457 | 00423 | FAMILY FUN | 11.95 | 11-JUN-97 | SUBSCRIPTION - FRANKTON |
| -016458 | 00424 | FOREST HOUSE PUBLISHING CO 1 | 14.90 | 11-JUN-97 | BOOKS - ELWOOD CHILDRENS |
| -016459 | 00425 | FILIP, INC. | 62.75 | 11-JUN-97 | CLEANING SUPPLIES - EQUIPMEN |
| -016460 | 00426 | FRANK SCHAFFER PUBLICATIONS | 77.58 | 11-JUN-97 | BOOKS - ELWOOD CHILDRENS |
| -016461 | 00427 | GTE NORTH INDIANA OPERATIONS | 123.40 | 11-JUN-97 | TELEPHONE SERVICE - FRANKTON |
| -016462 | 00428 | GAYLORD BROS. | 26.00 | 11-JUN-97 | SUPPLIES |
| -016463 | 00429 | THOMSON INDIANA | 78.00 | 11-JUN-97 | NEWSPAPER SUBSCRIPTION - FRA |
| -016464 | 00430 | HORTON'S & SONS OF ELWOOD | 46.51 | 11-JUN-97 | OPERATING SUPPLIES |
| -016465 | 00431 | INDIANA GAS COMPANY | 221.16 | 11-JUN-97 | GAS - ELWOOD, FRANKTON |
| -016466 | 00432 | INDIANA HISTORICAL SOCIETY | 30.00 | 11-JUN-97 | ANNUAL MEMBERSHIP FEE |
| -016467 | 00433 | INDYNET | 15.00 | 11-JUN-97 | SLIP "CATALOG" |
| -016468 | 00434 | JIM'S MASTER LOCKSMITH | 60.66 | 11-JUN-97 | LOCK REPAIR - FRANKTON |

EXPENDITURES TO BE ALLOWED
 NORTH MADISON COUNTY PUBLIC LIBRARY
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1192
 11 JUN 97

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------|--------------|-------------------------------|-----------------|------------|-------------------------------|
| -016469 | 00435 | INDIANA-AMERICAN WATER CO., I | 73.52 | 11-JUN-97 | WATER/SEWAGE - SUMMITVILLE |
| -016470 | 00436 | JANE A. BECKLEY | 2999.00 | 11-JUN-97 | JULY PAYMENT |
| -016471 | 00437 | JOHNSON CONTROLS | 127.50 | 11-JUN-97 | SERVICE FOR TEMPERATURE CONT |
| -016472 | 00438 | K MART | 129.04 | 11-JUN-97 | SUPPLIES/VIDEOS - FRANKTON, B |
| -016473 | 00440 | LANDMARK AUDIOBOOKS | 1076.00 | 11-JUN-97 | ANNUAL AUDIO LEASE-ELWOOD |
| -016474 | 00441 | LIBRARY STORE INC., THE | 225.25 | 11-JUN-97 | OPERATING SUPPLIES |
| -016475 | 00442 | LIBRARY CORPORATION, THE | 1176.00 | 11-JUN-97 | AV ACCESS / BARCODE LABELS |
| -016476 | 00443 | LOREN'S SERVICE CENTER | 6.00 | 11-JUN-97 | SUPPLIES -FUEL |
| -016477 | 00444 | MCGRAW-HILL, INC. | 190.77 | 11-JUN-97 | BOOKS - ELWOOD ADULT |
| -016478 | 00445 | HATT SMITH | 40.00 | 11-JUN-97 | MOWING - FRANKTON |
| -016479 | 00446 | MIDWEST EXCHANGE | 523.60 | 11-JUN-97 | VIDEO - ELWOOD, FRANKTON |
| -016480 | 00447 | POLITICAL RESEARCH INC. | 347.00 | 11-JUN-97 | BOOKS - FRANKTON |
| -016481 | 00448 | POPULAR SUBSCRIPTION SERVICE | 183.37 | 11-JUN-97 | MAGAZINES |
| -016482 | 00449 | PUBLISHING SALES CONSULTANTS | 37.80 | 11-JUN-97 | BOOKS - ELWOOD ADULT |
| -016483 | 00450 | QUILL CORPORATION | 548.71 | 11-JUN-97 | CHAIRS - OFFICE SUPPLIES |
| -016484 | 00451 | RAMSAY BUSINESS PRODUCTS | 201.83 | 11-JUN-97 | OFFICE SUPPLIES |
| -016485 | 00452 | SIMON & SCHUSTER | 43.38 | 11-JUN-97 | BOOKS - FRANKTON |
| -016486 | 00453 | UPSTART | 69.19 | 11-JUN-97 | OPERATING SUPPLIES - FRANKTO |
| -016487 | 00454 | YE OLDE GENEALOGIE SHOPPE | 214.00 | 11-JUN-97 | BOOKS - ELWOOD ADULT |
| -016488 | 00455 | BAKER & TAYLOR BOOKS | 2358.98 | 11-JUN-97 | BOOKS, ELWOOD, FRANK., SUMM. |
| -016489 | 00409 | AMERICAN BUSINESS DIRECTORIE | 407.00 | 11-JUN-97 | BOOKS - FRANKTON |
| --TOTAL-- | | | 16423.06 | | |
| PRIOR MONTH TOTALS | | | 20791.53 | | |
| CURRENT MONTH TOTALS | | | 16423.06 | | |
| GRAND TOTALS | | | 37214.59 | | |

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 2 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 37214.59, DATED 11-JUN-97.

Jerry Kaiser

Sharan Pace

Pamela Bohlander

Beverly Austin

Barbara J. Abernathy

SINGLE BOARD OF TRUSTEES

Mrs. Beverly Austin, President
1201 Cedar Court
Elwood, Indiana 46036
552-6647
School Corporation, May 5, 1998

21WOOD H.S. - 552-3354

Mrs. Pamela Bohlander, Vice-President
8246 W 1300 N
Elwood, Indiana 46036
552-7160
County Commissioners, May 6, 2001

Mrs. Barbara Abernathy, Secretary
10566 N State Rd. 13
Elwood, Indiana 46036
552-2047
School Corporation, May 5, 1999

Mr. Jerry Kaiser, Treasurer
950 North 12th Street
Elwood, Indiana 46036
552-7291
County Council, March 7, 1998

Car phone - 552-6238302

Mrs. Brenda Carey, Ass't. Treasurer
17399 N 150 E
Summitville, Indiana 46070
536-2854
County Council, March 31, 2000

Cell phone - 621-1328

Mrs. Linda Sizelove
9188 W 1050 N Rd.
Elwood, Indiana 46036
552-9491
School Corporation, May 5, 1998

Dr. Spangler - 552-7346
Steve S. fax - 552-3351

Mrs. Sharan Pace
7058 No. 900W
Elwood, Indiana 46036
552-0108
County Commissioners, February 28, 1998

NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM

CIRCULATION STATISTICS

| | MAY 1996 | May 1997 | AMOUNT OF CHANGE | % OF CHANGE | YTD |
|-----------------|--------------|--------------|---------------------|----------------|--------------|
| ELWOOD | | | | | |
| ADULT | 2837 | 3302 | +465 | +16% | 16675 |
| JUV. | 1672 | 1671 | -1 | 0% | 12217 |
| Y.A. | 0 | 245 | +245 | +100% | 954 |
| PER. | 334 | 404 | +70 | +21% | 1932 |
| AUDIO | 121 | 244 | +123 | +101% | 860 |
| VIDEO | 1295 | 2021 | +726 | +56% | 11147 |
| TOTAL | 6295 | 7887 | +1592 | +25% | 43785 |
| FRANKTON | | | | | |
| ADULT | 1155 | 1235 | +80 | +6% | 5766 |
| JUV. | 551 | 601 | +50 | +9% | 3105 |
| PER. | 190 | 239 | +49 | +25% | 1057 |
| AUDIO | 0 | 0 | 0 | 0% | 33 |
| VIDEO | 631 | 720 | +89 | +14% | 4631 |
| TOTAL | 2727 | 2795 | +68 | +2% | 14592 |
| H'BAKER | | | | | |
| ADULT | 716 | 769 | +53 | +7% | 3240 |
| JUV. | 432 | 466 | +34 | +7% | 2386 |
| PER. | 124 | 85 | -39 | -31% | 561 |
| AUDIO | 1 | 3 | +2 | +20% | 8 |
| VIDEO | 461 | 459 | -2 | 0% | 2737 |
| TOTAL | 1734 | 1782 | +48 | +3% | 8932 |
| SYSTEM | | | | | |
| ADULT | 4708 | 5306 | +598 | +13% | 25681 |
| JUV. | 2655 | 2732 | +77 | +3% | 17708 |
| Y.A. | 0 | 245 | +245 | +100% | 954 |
| PER. | 648 | 722 | +74 | +12% | 3550 |
| AUDIO | 122 | 247 | +125 | +101% | 901 |
| VIDEO | 2527 | 3200 | +673 | +24% | 18515 |
| TOTAL | 10720 | 12464 | +1744 | +16% | 67309 |

| | | | | |
|-----------------------|----|--------------|-------------------------|-------|
| REFERENCE QUESTIONS | -- | 226 | (ELWOOD ADULT ONLY) | |
| PATRON ASSISTANCE | -- | 461 | (ELWOOD ADULT ONLY) | |
| COMPUTER USAGE | -- | Elwood Adult | 116 Elwood Childrens 99 | |
| PATRON COUNT PROGRAMS | -- | 9348 | Elwood only | |
| | | ELWOOD | F'TON | H'BAK |
| NUMBER OF ATTENDANCE | | 6 | 1 | 0 |
| | | 258 | 22 | 0 |

BOARD MEETING -- JUNE 1997

Director's Report

Jan, Diana & I attended the annual Budget Workshop sponsored by State Board of Accounts & Tax Commissioners. We will be receiving a timetable for record retention (which will help us reduce back files) in the next few months.

Public restrooms in the foyer of the Elwood building were left unlocked for about two weeks, but we have experienced additional abuse of the men's facility (solid waste in urinal; spit on staff partitions; shredded, wet paper towel plastered high on the walls). Because we had no such problems while restrooms were locked, we have locked them and posted signs indicating key may be requested at the front desk. Restrooms in Youth Services always have been, and remain, unlocked.

I have family vacation planned week of July 6, so will not attend the July Board Meeting.

Monthly Training Report

New employees Nancy Neal, Cathy Bodkin & Gloria Brisben have been trained in opening/closing procedures, circulation, shelving, and some equipment (FAX, photocopiers, etc.) Nancy has previous library experience; other than the computerized catalogs, much has been review for her. Cathy appears to be a very quick study; Gloria has worked only a few days.

Reverse of this sheet shows draft of two forms for tracking cross-training of staff.

Quarterly Staff Needs

Applications for full-time custodian will be accepted through the end of this week; interviews scheduled for next week. From reviewing applications already received, I expect filling this opening will be a challenge.

Patron Behavior Code

Beverly & I discussed comments made at Staff Board Meeting re: potential "Unattended Child Policy" and felt perhaps a policy to address all library patrons ("Patron Behavior Code") would be most appropriate. The following draft is intended to provide that broad coverage, yet remain concise enough for publishing/posting. I recommend review by legal counsel before adoption; and any specific guidelines for employees be added to the personnel policy.

"It is the policy of North Madison County Public Library System (NMCPLS) to maintain a safe and pleasant atmosphere in all System facilities. To that end, the Board of Trustees expressly forbids: eating/drinking (except in designated areas); tobacco use; bare feet /torso; roller blades/skates or skate boards; mutilation/theft of Library property; and/or any disruptive behavior which interferes with the rights/needs of others.

Individuals identified by NMCPLS staff as exhibiting unacceptable behavior will be asked to modify their behavior accordingly or to leave the facility. Repeat offenders, or those whose behavior is considered violent/threatening, may be barred from future library use. NMCPLS and its employees assume no responsibility for personal effects or minor children left unsupervised. Proper authorities will be notified as deemed necessary by library staff."

DIRECTOR EVALUATION

Please consider the following questions and be prepared to discuss:

1. What are one, two, or three goals the Board would consider and possible goal(s) the Board would consider for the Director of the library?
2. What criteria are really important to our board?
3. What do we really want the director to accomplish?
4. What tells us that the director is a good manager?
5. Have we defined the criteria specifically enough?
6. Are there any issues still undiscussed or unresolved that need to be dealt with before the evaluation criteria are ready for implementation?

All these questions need to be considered and answered as we consider evaluation of the director.

Important notes from the reference manual for Indiana Public Library Board Members IN THE PUBLIC TRUST.

Page D-1 "The board's job becomes one of monitoring the director's work to make sure the board's long-range goals are carried out properly."

Page D-3 "Although the board delegates a great deal of responsibility for management of the library, the board retains ultimate responsibility for everything that happens in the library. Therefore, board members should expect a continuous flow of information from the director to help them in their monitoring and evaluating role."

Page F-3 "Staff, director and board members must still view themselves as one team and that team has one common mission to accomplish—service to the community."

April 2, 1997

Dear NMCPLS Trustee,

Please find enclosed:

1. Agenda for the April 9, 1997 Board of Trustees Meeting
2. March Minutes
3. Budget figures requested for consideration of 40-hour work week
4. Letter requesting consideration for donation of antique fire-signaling device.
5. Letter from Greg Adams requesting payment.
6. Director's evaluation response; goals, monthly & quarterly reports requested.

Other items for your consideration and possible action include the following.

1. Next available date for Gary Simmons to conduct auction of surplus personal property is May 3. This provides necessary lead-time for clean-up, set-up for sale, advertising, etc. Details to come.
2. We currently charge \$.10 for black & white copies from computer printers. Several of the printers throughout the system can produce color copies. The question is, do you want to make color capability available to the public, and at what cost? (The recommendation for recouping expense of color-ink cartridges—which are relatively expensive—is \$.25.)
3. Proposal from MD Rowe to secure openings at bottom of brick wall surrounding air conditioner unit on northeast corner of the Elwood building. (It was felt these openings could pose a risk to children bent on mischief.)

M.D.Rowe Construction is pleased to furnish you the following quotation. This proposal is to furnish stainless steel bars 1/4" x 1" x 24" to be install at the air vent holes in the masonry screen wall at the chiller. The bars would be installed two per opening on the inside of the wall with masonry wedge anchors into the masonry wall. We have quoted stainless steel in lieu of galvanized metal due to the minimum charge that all coatings companies place on small orders. We have included all material, fabrication, freight, labor , and equipment necessary for the manufacture and install of these bars.

THE TOTAL LUMP SUM OF THE ABOVE \$ 684.00

Feel free to call if you have any questions about any of the items above. Thank you!

- Kathi W.

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

BOARD OF TRUSTEES
Regular Meeting for Business
ELWOOD PUBLIC LIBRARY
AGENDA
July 16, 1997
4:30pm

CALL TO ORDER
CALL FOR QUORUM
MINUTES

CLAIMS REGISTER

OLD BUSINESS

- A. Purchase or Lease of Real Property
 - 1. Pay Application/InterDesign

NEW BUSINESS

- A. Building Reports
 - 1. Elwood - Sign
 - 2. Frankton
 - 3. Summitville
- B. Additional Appropriation
- C. Fixed Assets

DIRECTOR'S REPORT
ADJOURN

Executive Meeting
AGENDA
After Regular Mtg.

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

- A. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d)
- B. Real or Personal Property
(IC 20-14-3-4-(b)
- C. Personnel
(IC 5-14-1.5-6-(b) (6)

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Board of Trustees
Executive Meeting
July 16, 1997

CALL TO ORDER

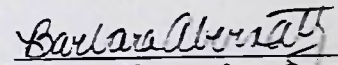
An executive meeting was called to order after the regular business meeting on July 16, 1997 in the Elwood Public Library Meeting Room by Vice-President Pamela Bohlander.

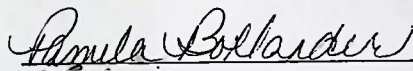
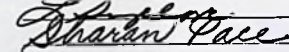
CALL FOR QUORUM

Other board members present with Mrs. Bohlander were: Brenda Carey, Barbara Abernathy, Sharan Pace and Linda Sizelove.

BUSINESS

- a. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d)
 - 1. Summitville Library building progress
- b. Real or Personal Property
(IC 20-14-3-4-(b)
 - 1. Carnegie building & contents
- c. Personnel
(IC 5-14-1.5-6-(b) (6)
 - 1. Director's Evaluation Forms


Barbara Abernathy, Secretary

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001

FAX (317) 552-0955

BOARD OF TRUSTEES
REGULAR MEETING FOR BUSINESS
July 16, 1997
4:30pm

CALL TO ORDER

Vice-President Pam Bohlander called the regular business meeting of the North Madison County Public Library System to order at 4:30pm in the meeting room of the Elwood Public Library July 16, 1997.

CALL FOR QUORUM

Attending with Mrs. Bohlander were: Brenda Carey, Barbara Abernathy, Sharan Pace and Linda Sizelove. Jerry Kaiser and Beverly Austin were absent.

MINUTES

Motion was made by Linda Sizelove to approve the previous minutes. The motion was seconded by Barbara Abernathy and passed.

CLAIMS REGISTER AND CHECKS

Claims register was signed by board members and checks signed by Assistant Treasurer Brenda Carey.

BUILDING REPORT

Joel Blume, InterDesign Group, Janet Richards, ASI and Allison Taylor, Intern with InterDesign Group attended the meeting. Joel and Janet presented a design for an outdoor sign for the new library. The sign would be an internally lighted fluorescent bulbs) acrylic sign with brick and limestone trim, seated on a limestone base. The sign is designed to match the new building. There could be other options - a concrete base instead of limestone, an externally lit sign, instead of white, use a color. Barbara Abernathy made a request that Steve Sizelove do some drawings of signs for the library and to have the sign built by a local contractor.

Joel told board members that a latent defect inspection will be done sometime in September by InterDesign Group. The contractor then has three months to correct any defects.

Joel also explained a bill for \$4,000.00 turned in for payment this month. He referred to the May meeting with Linda Sizelove, Don Hill and Beverly Austin regarding the balance owed to his firm. Board members felt the bill should be tabled until the August meeting so that it could be investigated further. Linda Sizelove made the motion to postpone the bill until August. Barbara Abernathy seconded and it passed.

\$6,712.52 from the retainage account. Barbara Abernathy made a motion to pay the contractor's bill if the Leasing Corporation looked at and approved. Sharan Pace seconded and it passed.

A discussion was held regarding the Carnegie Building and contents. The library cannot turn over the building to the city until the furniture for Summitville has been moved. The next insurance due on the building is August 9, therefore, we will try to move by then.

Summitville

Brenda Carey reported the Summitville library addition is mostly finished. Keith Baldwin has donated a cornerstone for the building. The Summitville staff has asked permission to close the library for 2-3 weeks to move. Barbara Abernathy made a motion to close the library August 4 until August 25 to move and prepare for the open house. Linda Sizelove seconded. Mr. Hazelbaker has also donated additionally, the porch over the existing entrance to the library including the roofing. Open House is being planned for August 25. Brenda said the rug will be taken up in the Community Room part of the library and tile installed.

Brenda reported the Summitville library would also like to hire a Page for their library to cover hours in the evening and on Saturday. Kathi suggested they investigate further the possibility of employing someone through one of the senior citizen assistance programs.

Kathi stated she would like the August meeting held at the Ralph E. Hazelbaker Library in Summitville.

NEW BUSINESS

Jan Helpling, Assistant Administrator, explained the library now has to have a Fixed Asset Inventory put into place as soon as possible. According to the law, the board needs to set a low dollar amount on what will be inventoried. A resolution was passed with a motion from Barbara Abernathy that the Fixed Asset threshold be \$500.00. Sharan Pace seconded the motion and it passed.

A motion was made to approve an Additional Appropriation for \$2,830.00 (proceeds from the Carnegie Auction) by Linda Sizelove, seconded by Barbara Abernathy and passed.

Linda Sizelove suggested the library invite an inspirational speaker to the library sometime this winter, possibly a luncheon.

DIRECTOR'S REPORT

Director Kathi Wittkamper gave the Director's Report.

Muscular Dystrophy Foundation has asked someone from the Library to volunteer to be part of the "Jail & Bail" program. She asked if

someone was interested to call her.

She spoke to Pat Steele, IU - who told her that the cooperative project for Summitville was tabled indefinitely.

Kathi told board members there is a CD Rom version of "Garden Encyclopedia" available now that she recommends highly.

The Book Discussion Group meets once a month now, next meeting being August 9 at 9:30am. She invited anyone interested to come. The next book being discussed is "Snow Falling on Cedars".

Kathi and Loretta Dodd will be going to a Book & Paper Show on Sunday. Barbara asked if the additional staffing was giving Loretta Dodd more time in the Indiana Room. Kathi answered that it was "shaping up".

We have been hosting the Elwood Services Coalition group.

The budget meeting has been re-scheduled to the 25th at 4PM.

Patron Behavior Code - Jim Wilson had two suggestions which were incorporated in the final document. Barbara Abernathy made a motion to accept the Code and post at all three libraries. Linda Sizelove seconded and the motion passed.

PUBLIC COMMENTS

Don Hill asked the board to consider having Harold Etchison accompany InterDesign on the nine month latent inspection of the building and would want the board also to consider a sum of \$500.00 paid to him for this service.

Sharan Pace made a motion to adjourn. Barbara Abernathy seconded and it passed.

Patricia L. Linder
Linda Sizelove
Sharan Pace

Barbara Abernathy
Barbara Abernathy, Sec'y.

Patron Behavior Code

"It is the policy of North Madison County Public Library System (NMCPLS) to maintain a safe and pleasant atmosphere in all System facilities. To that end, the Board of Trustees expressly forbids: eating/drinking (except in designated areas); tobacco use; bare feet/torso; roller blades/skates or skate boards; mutilation/theft of Library property; and/or any disruptive behavior which interferes with the rights/needs of others.

Individuals identified by NMCPLS staff as exhibiting unacceptable behavior will be asked to modify their behavior accordingly or to leave the facility. Repeat offenders, or those whose behavior is considered violent/threatening, may be barred from future library use. NMCPLS and its employees assume no responsibility for minor children. Parents/guardians retain full responsibility for minor children under all circumstances. Proper authorities will be notified as deemed necessary by library staff."

--adopted by NMCPLS Board of Trustees, July 16, 1997

NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM



Total Architectural Development

CIRCULATION STATISTICS

| | 1996 JUN | 1997 JUN | AMOUNT OF CHANGE | % OF CHANGE | YTD |
|-----------------|--------------|--------------|---------------------|----------------|--------------|
| ELWOOD | | | | | |
| ADULT | 2808 | 3073 | +265 | +9% | 16446 |
| JUV. | 1688 | 2320 | +634 | +38% | 12866 |
| Y.A. | 0 | 340 | +340 | +100% | 1049 |
| PER. | 305 | 335 | +030 | +10% | 1863 |
| AUDIO | 117 | 238 | +122 | +104% | 855 |
| VIDEO | 1531 | 2006 | +475 | +31% | 11132 |
| TOTAL | 6447 | 8313 | +1866 | +29% | 44211 |
| FRANKTON | | | | | |
| ADULT | 1139 | 1107 | -032 | -3% | 5638 |
| JUV. | 573 | 597 | +124 | +22% | 3201 |
| PER. | 198 | 241 | +043 | +22% | 1059 |
| AUDIO | 0 | 3 | +003 | +100% | 36 |
| VIDEO | 984 | 895 | -089 | -9% | 4806 |
| TOTAL | 2894 | 2943 | +49 | +2% | 14740 |
| H' BAKER | | | | | |
| ADULT | 627 | 696 | +069 | +11% | 3167 |
| JUV. | 394 | 534 | +140 | +36% | 2454 |
| PER. | 113 | 115 | +002 | +1% | 591 |
| AUDIO | 0 | 20 | +020 | +100% | 25 |
| VIDEO | 553 | 534 | -019 | -3% | 2812 |
| TOTAL | 1687 | 1899 | +212 | +13% | 9049 |
| SYSTEM | | | | | |
| ADULT | 4574 | 4840 | +266 | +6% | 25315 |
| JUV. | 2653 | 3551 | +898 | +25% | 18521 |
| Y.A. | 0 | 340 | +340 | +100% | 1049 |
| PER. | 616 | 691 | +078 | +13% | 3513 |
| AUDIO | 117 | 262 | +145 | +124% | 916 |
| VIDEO | 3068 | 3435 | +367 | +12% | 18750 |
| TOTAL | 11028 | 13119 | +2094 | +19% | 67964 |

REFERENCE QUESTIONS -- 70 (ELWOOD ADULT)
 PATRON ASSISTANCE -- 192 (ELWOOD ADULT)
 COMPUTER USAGE -- 44 (ELWOOD ADULT) 197(ELWOOD CHILDREN)
 PATRON COUNT -- 8051

| PROGRAMS | ELWOOD | F'TON | H'BAK |
|----------------------|--------|-------|-------|
| NUMBER OF ATTENDANCE | 2 | 0 | 0 |
| | 40 | 0 | 0 |

16 July 1997

Board of Trustees
North Madison Public Library System
124 N. 16th Street
Elwood, Indiana 46036-1598

RE: **Library Sign**
Elwood Public Library

Dear Trustees:

The following sketches, samples and conceptual costs are presented for your review regarding the exterior library sign for Elwood Library. The design concept incorporates the stone home brick and stone accents as seen on your present library. Two options have been presented which include a sign with ground lights and another that is internally lighted. Our preference considering weather protection, fixtures and vandalism would lean towards the internal light Type B.

Type A External Light

Type B Internal Light

| | | | |
|---------------------|-----------------|---------------------|-----------------|
| Masonry | \$7,600 | Masonry | \$6,800 |
| Signage | \$2,700 | Signage | \$3,700 |
| Electrical | \$2,500 | Electrical | \$2,000 |
| Design/Installation | \$2,800 | Design/Installation | \$2,800 |
| TOTAL | \$15,600 | TOTAL | \$15,300 |

I trust this information is helpful and will assist you in a selection.

Sincerely,
The InterDesign Group, Inc.

Joel P. Blum
Joel P. Blum

JPB/lsk



Total Architectural Development

18 July 1997

Board of Trustees
North Madison County Public Library
124 N. 16th Street
Elwood, Indiana 46036-1598

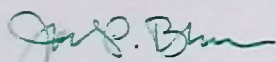
RE: Proposed Library Sign

Dear Trustees:

Thank you for the opportunity to present a suggested exterior sign to you on 16 July 1997. As discussed during the presentation, options to reduce cost can be explored. One significant item is the potential of utilizing non-union labor in lieu of union labor as estimated. Other options involve changes in materials and size of the sign itself. The concept presented does reflect a style consistent with the appearance of your library exterior using brick and stone.

The decision you need to address concerns whether budget or long-term appearance is the determining factor. I don't believe that you have established a budget as yet. If I can be of further assistance do not hesitate to contact me.

Sincerely,
The InterDesign Group, Inc.


Joel P. Blum

JPB/lsk

The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46204
317/261-5686
Fax 317/261-5644



Total Architectural Development

18 July 1997

Board of Trustees
North Madison County Public Library
124 N. 16th Street
Elwood, Indiana 46036-1598

RE: June Invoice

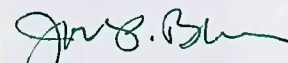
Dear Trustees

I am writing as follow-up to your request for clarification of the above referenced invoice. As indicated in the letter dated 8 April 1997 attached to the invoice the closeout and latent defect inspection is in the fee and you will not be invoiced. Also note that the \$4,000 amount has been reduced from \$7,888.56 cost to The InterDesign Group as indicated in the AEasy Billing Report.

Should services be required after the latent defect inspection and one follow-up review, you will be invoiced hourly based upon the rate and direct personnel expense of the employees involved plus mileage and telephone.

I trust this clarifies your concerns and will allow for payment of the submitted invoice.

Sincerely,
The InterDesign Group, Inc.


Joel P. Blum

JPB/lsk

Attachment

The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46204
317/261-5686
Fax 317/261-5644

Director's Report for July 16, 1997

Special Request: The Muscular Dystrophy Association is looking for a representative from NMCPLS for its annual "jail & bail" fund raiser to be held at Kutche's on July 24. A souvenir "mug shot" will be taken and you get fed during your hour of commitment. During that time, you would place phone calls to raise your "bail" and be released. Please let me know by 4 p.m. Friday if you wish to volunteer.

For Your Information:

- Summer Reading program is underway at the Elwood facility. Space constraints prevented programs at both Frankton & Summitville this year.
- The IU & NMCPLS cooperative project to be underwritten by Mr. Hazelbaker has been tabled indefinitely.
- A CD-ROM version of the "Garden Encyclopedia" has been installed on one of the public access computers in Adult Services. Donated by our Baker & Taylor rep, it has beautiful illustrations which can be reproduced along with text.
- Selected title for the next book discussion is "Snow Falling on Cedars," and anyone is welcome. Paperback copies are available for \$7.20 each.
- According to Jim Wilson, the Ralph B. Snyder bequest of 36 shares common USX Corp. has a fair market cash value totaling \$684. The Board needs to determine disposition of this gift; and in so doing, may wish to either combine gift & memorial funds and/or clearly define parameters for use of the funds.

Calendar:

- July 20 - Kathi & Loretta to "Book & Paper Show," Indianapolis.
- July 22 - Noon, Elwood Services Coalition meeting, Elwood Meeting Room.
- July 30 - 3 p.m. Committee meeting re: budget.
- August 9 - 9:30 a.m. Book Discussion Group, Elwood Meeting Room.
- August 13 - Regular meeting for Board of Trustees. Executive session 6 p.m.; public session at 7 p.m. Possibly to be held at Summitville.

Patron Behavior Code: The original draft was reviewed by Jim Wilson who made two suggestions: 1) That the line stating "NMCPLS and its employees assume no responsibility for personal effects." be stated separately - as an independent policy statement. And, 2) that the phrase "left unsupervised" be removed from the next-to-last sentence. He further suggested parental responsibility be emphasized in an additional statement. Incorporating these suggestions, the Patron Behavior Code reads as follows.

"It is the policy of North Madison County Public Library System (NMCPLS) to maintain a safe and pleasant atmosphere in all System facilities. To that end, the Board of Trustees expressly forbids: eating/drinking (except in designated areas); tobacco use; bare feet/torso; roller blades/skates or skate boards; mutilation/theft of Library property; and/or any disruptive behavior which interferes with the rights/needs of others.

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BOARD OF TRUSTEES
REGULAR MEETING FOR BUSINESS
July 16, 1997
4:30pm

CALL TO ORDER

Vice-President Pam Bohlander called the regular business meeting of the North Madison County Public Library System to order at 4:30pm in the meeting room of the Elwood Public Library July 16, 1997.

CALL FOR QUORUM

Attending with Mrs. Bohlander were: Brenda Carey, Barbara Abernathy, Sharan Pace and Linda Sizelove. Jerry Kaiser and Beverly Austin were absent.

MINUTES

Minutes were approved from previous meeting.

CLAIMS REGISTER AND CHECKS

Claims register was signed by board members and checks signed by Assistant Treasurer Brenda Carey.

BUILDING REPORT

Joel Blume, InterDesign Group, Janet Richards, ASI and Allison Taylor, Intern with InterDesign Group attended the meeting. Joel and Janet presented a design for an outdoor sign for the new library. The sign would be an internally lighted fluorescent (bulbs) acrylic sign with brick and limestone trim, seated on a limestone base. The sign is designed to match the new building. There could be other options - a concrete base instead of limestone, an externally lit sign, instead of white, use a color. Barbara Abernathy made a request that Steve Sizelove do some drawings of signs for the library and to have the sign built by a local contractor.

Joel also explained a bill for \$4,000.00 turned in for payment this month. He referred to the May meeting with Linda Sizelove, Don Hill and Beverly Austin regarding the balance owed to his firm. Board members felt the bill should be tabled until the August

meeting so that it could be investigated further. Linda Sizelove made the motion to postpone the bill until August. Barbara Abernathy seconded and it passed.

A bill from N. D. Rowe Construction was presented in the amount of \$6,700.00 from the retainage account. Barbara Abernathy made a motion to pay the contractor's bill if the Leasing Corporation looked at and approved. Sharan Pace seconded and it passed.

A discussion was held regarding the Carnegie Building and contents.

The library cannot turn over the building to the city until the furniture for Summitville has been moved. The next insurance due on the building is August 6, therefore, we will try to move by then.

Summitville

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Kathi stated she would like the August meeting held at the Ralph E. Hazelbaker Library in Summitville.

NEW BUSINESS

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A motion was made to approve an Additional Appropriation for \$2,230.00 (proceeds from the Carnegie Auction) by Linda Sizelove, seconded by Barbara Abernathy and passed.

Linda Sizelove suggested the library invite an inspirational speaker to the library sometime this winter, possibly a luncheon.

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Director Kathi Wittkamper gave the Director's Report.

Muscular Dystrophy Foundation has asked someone from the Library to volunteer to be part of the "Jail & Bail" program. She asked if someone was interested to call her.

She spoke to Pat Steele, IV - who told her that the cooperative project for Summitville was tabooed indefinitely.

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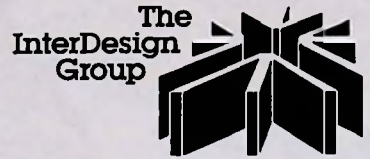
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Sharan Pace made a motion to adjourn. Barbara Abernathy seconded and it passed.

Barbara Abernathy, Sec'y.



Total Architectural Development

16 July 1997

Board of Trustees
North Madison Public Library System
124 N. 16th Street
Elwood, Indiana 46036-1598

RE: **Library Sign**
Elwood Public Library

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Type A External Light

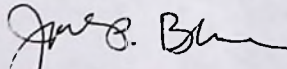
| | |
|---------------------|-----------------|
| Masonry | \$7,600 |
| Signage | \$2,700 |
| Electrical | \$2,500 |
| Design/Installation | \$2,800 |
| TOTAL | \$15,600 |

Type B Internal Light

| | |
|---------------------|-----------------|
| Masonry | \$6,800 |
| Signage | \$3,700 |
| Electrical | \$2,000 |
| Design/Installation | \$2,800 |
| TOTAL | \$15,300 |

I trust this information is helpful and will assist you in a selection.

Sincerely,
The InterDesign Group, Inc.



Joel P. Blum

JPB/lsk

The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46204
317.263.9655
Fax 317.263.9644

EXPENDITURES TO BE ALLOWED
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 16 JUL 97

PAGE 1

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------------|--------------|------------------------------|-----------------|------------|-------------------------------|
| -PAID AFTER BOARD MEETING- | | | | | |
| 016457 | 00456 | FAMILY FUN | -11.95 | 12-JUN-97 | VOID CHECK |
| 016450 | 00457 | COUNTRY ACCENTS | -29.97 | 12-JUN-97 | VOID CHECK |
| XXXX | 00458 | STAR FINANCIAL BANK | 30000.00 | 13-JUN-97 | TRANS. FROM INVEST. TO OPER. |
| PAYROLL | 00459 | PAYROLL | 10897.45 | 11-JUN-97 | CHECKS 004448-004469 |
| PAYROLL | 00460 | PAYROLL DEDUCTIONS | -4485.40 | 11-JUN-97 | CHECKS 004448-004469 |
| XXXXX | 00461 | STAR FINANCIAL BANK | .00 | 16-JUN-97 | CORR.ACCT.-TRANS. TO LIRF |
| 016490 | 00462 | WOSER'S AWARDS | 20.85 | 19-JUN-97 | ENGRAVING/PLAQUES |
| 016491 | 00463 | POSTMASTER | 236.00 | 19-JUN-97 | POSTAGE METER |
| PAYROLL | 00464 | PAYROLL | 10269.33 | 25-JUN-97 | CHECKS 004474-004493 |
| PAYROLL | 00465 | PAYROLL DEDUCTIONS | -3557.38 | 25-JUN-97 | CHECKS 004474-004493 |
| 016492 | 00466 | STAR FINANCIAL BANK | 2945.80 | 25-JUN-97 | FICA & FED. TAX-P/R 6-25-97 |
| 016493 | 00467 | INDIANA DEPARTMENT OF | 853.28 | 25-JUN-97 | STATE & COUNTY TAX - JUNE 19 |
| 016494 | 00468 | AMERICAN ELECTRIC POWE | 1405.28 | 25-JUN-97 | ELEC. - ELWOOD, SUMMIT. |
| 016495 | 00469 | INDIANA-AMERICAN WATER | 117.78 | 25-JUN-97 | WATER & SEWAGE - SUMMITVILLE |
| PAYROLL | 00470 | PAYROLL | 1038.46 | 25-JUN-97 | CHECKS 004494-004494 |
| PAYROLL | 00471 | PAYROLL DEDUCTIONS | -1038.46 | 25-JUN-97 | CHECKS 004494-004494 |
| 016496 | 00472 | MADISON COUNTY SCHOOL | 1401.31 | 25-JUN-97 | CREDIT UNION DEDUCTIONS -P/R |
| 016497 | 00473 | INDIANA DEFERRED COMPE | 215.00 | 25-JUN-97 | ANNUITY DEDUCTIONS - P/R 6-2 |
| 016498 | 00474 | CITY OF ELWOOD NON-REV | 776.92 | 25-JUN-97 | HEALTH INS. PREMIUM FOR JULY |
| 016500 | 00475 | MARVIN SAUBERT | 80.00 | 25-JUN-97 | LAWN CARE - SUMMITVILLE |
| 016503 | 00476 | NATIONAL CITY BANK, IN | 121000.00 | 27-JUN-97 | SEMIANNUAL LEASE PNT.- ELWOOD |
| 016502 | 00477 | INDIANA GAS COMPANY | 17.95 | 27-JUN-97 | GAS - FRANKTON |
| --TOTAL-- | | | 172152.25 | | |
| -CURRENT EXPENDITURES- | | | | | |
| XXX | 00484 | EFTPS | 2982.64 | 09-JUL-97 | FICA & FED DED PR 07/09/97 |
| 016504 | 00478 | MADISON COUNTY SCHOOL EMPLOY | 1406.02 | 09-JUL-97 | P/R DED FOR PERIOD END 6/28 |
| 016505 | 00479 | INDIANA DEFERRED COMPENSATIO | 215.00 | 09-JUL-97 | P/R DED FOR PERIOD END 6/28 |
| 016506 | 00480 | ANGELICA'S GOLD FRAME | 946.00 | 09-JUL-97 | FRAME & MAT FOR J. OTIS ADAM |
| 016507 | 00481 | CITY WATER & SEWAGE DEPT. | 126.34 | 09-JUL-97 | ELWOOD WATER FOR JUNE |
| 016508 | 00482 | AT&T | 11.75 | 09-JUL-97 | ELWOOD TELEPHONE SERVICE |
| 016509 | 00483 | AMERITECH | 507.60 | 09-JUL-97 | TELEPHONE SERVICE - ELWOOD |
| 016510 | 00485 | ADDED TOUCH. THE | 65.00 | 16-JUL-97 | WREATH FOR LIBRARY |
| 016511 | 00486 | AMERICAN BUSINESS DIRECTORIE | 322.00 | 16-JUL-97 | BOOK - ELWOOD |
| 016512 | 00487 | AMERITECH | 214.24 | 16-JUL-97 | TELE. - SUMMITVILLE |
| 016513 | 00488 | AUDIO VISUAL COMMUNICATIONS | 99.00 | 16-JUL-97 | SERV. AGREE. JULY |
| 016514 | 00489 | BAKER & TAYLOR BOOKS | 3254.05 | 16-JUL-97 | BOOKS, ELWOOD, FRANKTON, SUM |
| 016515 | 00490 | BARBARA MCADAMS | 17.50 | 16-JUL-97 | MILEAGE |
| 016516 | 00491 | A E BOYCE CO INC | 58.39 | 16-JUL-97 | SUPPLIES |
| 016517 | 00492 | CAROLYN LAMBERTSON | 15.00 | 16-JUL-97 | MILEAGE |
| 016518 | 00493 | CUSTOMER SERVICE | 19.46 | 16-JUL-97 | BOOKS - FRANKTON |
| 016519 | 00494 | SEMCO | 76.15 | 16-JUL-97 | SUPPLIES |
| 016520 | 00495 | FAMILY BOOKSTORE | 383.75 | 16-JUL-97 | BOOKS - FRANKTON |
| 016521 | 00496 | GTE NORTH INDIANA OPERATIONS | 124.31 | 16-JUL-97 | TELE. - FRANKTON |
| 016522 | 00497 | GAGE RESEARCH | 269.79 | 16-JUL-97 | BOOKS - ELWOOD |
| 016523 | 00498 | CATFORD ERG. | 90.36 | 16-JUL-97 | SUPPLIES |

EXPENDITURES TO BE ALLOWED
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 16 JUL 97

PAGE 2

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------|--------------|------------------------------|-----------------|------------|------------------------------|
| 016524 | 00499 | GENEALOGICAL PUBLISHING CO., | 229.11 | 16-JUL-97 | BOOKS - ELWOOD |
| 016525 | 00500 | GROLIER EDUCATIONAL CORP. | 1942.98 | 16-JUL-97 | BOOKS - ELWOOD |
| 016526 | 00501 | HORTON'S & SONS OF ELWOOD | 24.72 | 16-JUL-97 | CUSTODIAL SUPPLIES |
| 016527 | 00502 | INDIANA GAS COMPANY | 86.16 | 16-JUL-97 | ELWOOD - 124 & 1600 GAS |
| 016528 | 00503 | INGRAM DISTRIBUTION GROUP IN | 52.14 | 16-JUL-97 | BOOKS - SUMM. |
| 016529 | 00504 | K WART | 58.75 | 16-JUL-97 | SUPPLIES |
| 016530 | 00505 | LINDA KEMPER | 14.00 | 16-JUL-97 | MILEAGE |
| 016531 | 00506 | LIBRARY STORE INC., THE | 296.30 | 16-JUL-97 | SUPPLIES |
| 016532 | 00507 | MARVIN SAUBERT | 80.00 | 16-JUL-97 | LAWN CARE - SUMMITVILLE |
| 016533 | 00508 | MARSH SUPERMARKET | 6.75 | 16-JUL-97 | SRC SUPPLIES |
| 016534 | 00509 | MANIFOLD REPUSE, INC. | 41.00 | 16-JUL-97 | TRASH SERVICE - FRANKTON |
| 016535 | 00510 | MATT SMITH | 50.00 | 16-JUL-97 | MOWING - FRANKTON |
| 016536 | 00511 | MARY J. HELPLING | 22.50 | 16-JUL-97 | MILEAGE |
| 016537 | 00512 | MARY WIRE | 28.48 | 16-JUL-97 | REFUND OF DONATION FOR BOOK/ |
| 016538 | 00513 | NUNCIE OFFICE SUPPLY | 81.48 | 16-JUL-97 | SUPPLIES |
| 016539 | 00514 | NEWS-SUN, THE | 22.35 | 16-JUL-97 | CLASSIFIED AD |
| 016540 | 00515 | OXMOOR HOUSE | 29.45 | 16-JUL-97 | BOOK - FRANKTON |
| 016541 | 00516 | PITNEY BOWES | 101.25 | 16-JUL-97 | POSTAGE METER RENTAL |
| 016542 | 00517 | PAUL JUDAY | 15.00 | 16-JUL-97 | BOOK - ELWOOD |
| 016543 | 00518 | PUBLIC EMP. RETIREMENT FUND | 7660.32 | 16-JUL-97 | QTR END REPT. - 6-30-97 |
| 016544 | 00519 | MIDWEST TAPE | 643.60 | 16-JUL-97 | VIDEOS - ELWOOD, FRANKTON |
| 016545 | 00520 | PUBLISHER'S QUALITY LIBRARY | 530.65 | 16-JUL-97 | BOOKS - SUMMITVILLE |
| 016546 | 00521 | QUILL CORPORATION | 232.50 | 16-JUL-97 | SUPPLIES - ELWOOD |
| 016547 | 00522 | THOMSON INDIANA | 214.04 | 16-JUL-97 | ADS & SUBSCRIP.,-SUMMITVILLE |
| 016548 | 00523 | TOWN OF FRANKTON | 47.97 | 16-JUL-97 | UTILITIES - FRANKTON |
| 016549 | 00524 | U.S. TOY CO., INC. | 33.68 | 16-JUL-97 | BOOKS - ELWOOD |
| 016550 | 00525 | UNITOG RENTAL SERVICES | 62.00 | 16-JUL-97 | CUSTODIAL SUPPLIES |
| 016551 | 00526 | CANAL CONSULTING, INC. | 453.75 | 16-JUL-97 | SECURITY ASSESSMENT |
| --TOTAL-- | | | 24265.28 | | |
| ----- | | | | | |
| PRIOR MONTH TOTALS | | | 172152.25 | | |
| CURRENT MONTH TOTALS | | | 24265.28 | | |
| ----- | | | | | |
| GRAND TOTALS | | | 196417.53 | | |

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 2 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 196417.53. DATED 16-JUL-97.

Sharon Pace

Brudney Camp

Emilia Belkender

Barbara Abernethy

Linda Lyle

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

BOARD OF TRUSTEES
Regular Meeting for Business
RALPH E. HAZELBAKER LIBRARY/SUMMITVILLE

AGENDA
August 13, 1997
6:30PM

CALL TO ORDER
CALL FOR QUORUM
MINUTES

CLAIMS REGISTER

OLD BUSINESS

- A. Purchase or Lease of Real Property
 - 1. Pay Application/ InterDesign
 - 2. Pay Application/ASI Sign Systems

NEW BUSINESS

- A. Building Reports
 - 1. Elwood
 - 2. Frankton
 - 3. Summitville
- B. Gift funds
- C. Bank card

DIRECTOR'S REPORT
ADJOURN

Executive Meeting
AGENDA
After Regular Mtg.

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

- A. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d))
- B. Real or Personal Property
(IC 20-14-3-4-(b))
- C. Personnel
(IC 5-14-1.5-6-(b) (6))

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

EXECUTIVE MEETING
August 13, 1997

CALL TO ORDER

President Beverly Austin called an executive meeting to order after the regular business meeting at the Ralph E. Hazelbaker Library at Summitville, August 13, 1997.

CALL FOR QUORUM

Other board members present were: Pam Bohlander, Barbara Abernathy, Brenda Carey, Sharan Pace, Linda Sizelove and Director Kathi Wittkamper.

BUSINESS

- A. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d))
 - 1. Discussion was held regarding the balance in the Bond Fund after bills are paid. Kathi has spoke to Carolyn Hall, Frankton Real Estate regarding possible property purchase for future use by Frankton Library. Carolyn said she does not see anything available now. Sharan Pace mentioned the building of a new Elementary school in Frankton and the possibility of the use of the school building then. Members asked Kathi if she would find out from Lonnie Therber if we could re-designate money budgeted for the Frankton building and pay for the balance from the Bond money.

Barbara Abernathy
Barbara Abernathy, Sec'y.

Beverly Austin
Pamela Bohlander
Linda Sizelove

Sharan Pace

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001

FAX (317) 552-0955

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Regular Business Meeting

August 13, 1997

6:30pm

CALL TO ORDER

The regular business meeting of the North Madison County Public Library System was called to order by President Beverly Austin at 6:30pm at the Ralph E. Hazelbaker Library in Summitville.

CALL FOR QUORUM

Board members present were: Beverly Austin, Pam Bohlander, Barbara Abernathy, Brenda Carey, Sharan Pace, Linda Sizelove, Director Kathi Wittkamper, Adm. Ass't. Jan Helpling and Call-Leader reporter Brian Hamilton.

MINUTES

Barbara Abernathy made a motion to accept previous minutes, Pam Bohlander seconded the motion and it passed.

CLAIMS REGISTER

Claims register was signed by board members and checks signed by Assistant Treasurer Brenda Carey.

OLD BUSINESS

A bill was presented from Inter-Design Group, Inc. for \$4,000.00. Jan reported Don Hill requested a call be made to Joel Blum at Inter-Design to assure us this was the last bill for the project from the Architect. Joel assured Jan it is the last bill unless the board calls upon his firm to come back for a special purpose or the latent inspection in September takes several trips to complete with the contractor. Linda Sizelove made a motion to pay the bill to Inter-Design for \$4,000.00. Pam Bohlander seconded and it passed.

A bill from ASI Sign Co. was presented for acrylic signs for the bookstacks for \$566.28. Linda Sizelove made a motion to pay this bill, Pam Bohlander seconded the motion and it passed.

President Austin asked for a discussion regarding the INTERNET. Kathi reported many libraries have reconsidered plans for the Internet because of controversy. In the end, it seems if libraries can afford to have it installed, they do and if not, they do not as yet. Mr. Hazelbaker spoke to Beverly about the Internet and said he wanted a commitment from the board for the cost of Elwood and Frankton. He said he would pay \$25,000.00 for Summitville, leaving a \$37,000. cost for the board. Brenda Carey said she knows Mr. Hazelbaker has talked to trustees at IU and they are waiting on the same commitment for costs. Bev said she is concerned that we will

spending money for a project that would not be necessary if we were simply connected to the Internet without IU. She said the school can access the Indiana University Library on the Internet now. Brenda also said Pat Steele, IU, spoke to her regarding the training of a graduate student as part of Mr. Hazelbaker's portion. She also said Mr. Hazelbaker has told her he will make a new announcement at the dedication of the Summitville facility (scheduled for 8-24-97).

Barbara Abernathy asked if it would be a good idea to visit some of the close libraries, Alex in particular, to observe the Internet. Sharan Pace offered to accompany Kathi as a board representative to Alexandria.

Kathi explained the telephone lines and said we would need dedicated lines for each computer that had the Internet connected.

Conclusion of the discussion was:

1. Kathi and Sharan will visit Alexandria and Anderson if there is time.
2. Wait and see what Mr. Hazelbaker's announcement is.
3. Delay beginning the project until 1999 because the 1998 budget will not allow.

NEW BUSINESS

Kathi reported the toilets are not flushing adequately. A plumber was called and said it is because of federal limitations as to how much water can be used. Linda Sizelove stated she thinks this is a problem for the contractor.

Sign - Mr. Marcuson sent a quote with plans for an outdoor sign made of granite for the library. His quote was \$2,611.00. Linda Sizelove presented two plans from Steve Sizelove - one for \$7,350. and a more detailed plan for \$9,850. Four board members said they would like to see the sign used closer to the building instead of in the corner of the front lawn.

Gift Funds - Kathi would like a policy in writing regarding gifts to the library and family members reclaiming them. She would like to see the policy state the library can use any gift as it sees fit but if there is a time that the gift is no longer of use to the library, the donor or donor's family can reclaim. She will talk to Jim Wilson. Linda Sizelove made a motion to combine the Memorial and Gift Funds. Barbara Abernathy seconded the motion and it passed.

Kathi asked to have a resolution for library personnel to use a Bank Card. She would like to authorize use by herself, one person at each branch and custodian, Kathy Harris. The cards will be kept in the office. Barbara Abernathy made a motion to have a resolution for authorization of a bank card for Kathi Wittkamper, each branch manager and the custodian. Linda Sizelove seconded the motion and it passed.

North Madison County Public Library System

1600 Main Street

Elwood, Indiana 46036

(317) 552-5001
FAX (317) 552-0955

FAX TRANSMITTAL PAGE

DATE: August 7, 1997

TO: Elwood Call Leader

FROM: Diana Shepard

FAX: 552-3358

FAX: _____

TOTAL NUMBER OF PAGES (including this cover page). 2

Re: Please publish notice of our meeting on
Monday, August 11, 1997

Kathi stated the full-time custodian, Kathy Harris is a valuable addition to the staff. Other staff members have complimented her work to Kathi and said they also appreciated her.

Kathi announced the resignation of Gloria Brisben, part-time employee, who has taken a full-time position with ELSA. She will post the opening in the system and will also speak to the part-time employees at each branch to see if they are interested in more hours at Elwood. If not, she will review the aps she has on file.

Kathi reported acquisition of a new Baker & Taylor Link program to be installed at the branches, which will make ordering books easier.

She reported the use of Large Print Books from State Library Special Services is good.

Kathi said Summer Reading Club in Elwood was well attended. Also the computers in the Children's area are constantly being used.

The library will be closed September 1, Labor Day and also on September 24 for District 8 meeting.

A complaint was received from a patron who does not like the paper tickets generated by the automated machines. Kathi said she is encouraging employees to place the ticket inside the plastic book jacket. Also, a complaint regarding overdue notices received has been investigated and the problem may be that videos are not being checked in from the cart before a patron is picking them up.

Barbara Abernathy made a motion to adjourn, Pam Bohlander seconded and the motion passed.

Barbara Abernathy
Barbara Abernathy, Sec'y.

Sharan Pace

Beverly Austin

Pamela Bohlander

Linda Anglin

If you have any problems, please contact our Library at (765) 552-5001.

North Madison County Public Library System

1600 Main Street

Elwood, Indiana 46036

(317) 552-5001
FAX (317) 552-0955

FAX TRANSMITTAL PAGE

DATE: August 7, 1997

TO: Anderson Publishing

FROM: Diana Shepard

FAX: 640-4815

FAX: _____

TOTAL NUMBER OF PAGES (including this cover page). 2

Re: Please publish notice of our meeting; on Monday
August 11, 1997

If you have any problems, please contact our Library at (765) 552-5001.

NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM

CIRCULATION STATISTICS

| | 1996 JUL | 1997 JUL | AMOUNT OF CHANGE | % OF CHANGE | YTD |
|-----------------|--------------|--------------|---------------------|----------------|--------------|
| ELWOOD | | | | | |
| ADULT | 3133 | 3535 | +402 | +13% | 23283 |
| JUV. | 2282 | 2903 | +621 | +27% | 17440 |
| Y.A. | 0 | 305 | +305 | +100% | 1599 |
| PER. | 403 | 362 | -41 | -10% | 2629 |
| AUDIO | 128 | 278 | +150 | +12% | 1377 |
| VIDIO | 1536 | 2381 | +845 | +55% | 15534 |
| TOTAL | 7482 | 9764 | +2282 | +30% | 61862 |
| FRANKTON | | | | | |
| ADULT | 1251 | 1206 | -45 | -3% | 8079 |
| JUV. | 957 | 836 | -121 | -13% | 4638 |
| PER. | 214 | 267 | +53 | +25% | 1565 |
| AUDIO | 0 | 12 | +12 | +100% | 48 |
| VIDEO | 1111 | 1164 | +53 | +5% | 6690 |
| TOTAL | 3533 | 3485 | -44 | -1% | 21020 |
| H'BAKER | | | | | |
| ADULT | 837 | 898 | +61 | +7% | 4834 |
| JUV. | 608 | 628 | +20 | +3% | 3548 |
| PER. | 116 | 114 | -2 | -2% | 790 |
| AUDIO | 3 | 6 | +3 | +100% | 34 |
| VIDEO | 557 | 392 | -165 | -30% | 3663 |
| TOTAL | 2121 | 2038 | -83 | -4% | 12869 |
| SYSTEM | | | | | |
| ADULT | 5221 | 5639 | +418 | +8% | 36160 |
| JUV. | 3847 | 4367 | +520 | +13% | 25626 |
| Y.A. | 0 | 305 | +305 | +100% | 1599 |
| PER. | 733 | 743 | +10 | +1% | 4984 |
| AUDIO | 131 | 296 | +165 | +125% | 1459 |
| VIDEO | 3204 | 3937 | +733 | +23% | 25887 |
| TOTAL | 13136 | 15287 | +2151 | +16% | 95715 |

| | | | | |
|---------------------|----|-------------------------|-------|------------------|
| REFERENCE QUESTIONS | -- | 112 (Elwood Adult only) | | |
| PATRON ASSISTANCE | -- | 214 (Elwood Adult only) | | |
| COMPUTER USAGE | -- | 54 Elwood Adult | 381 | Elwood Childrens |
| PATRON COUNT | -- | 9282 (Elwood only) | | |
| PROGRAMS | | ELWOOD | F'TON | H'BAK |
| NUMBER OF | | 22 | 0 | 0 |
| ATTENDANCE | | 405 | 0 | 0 |

June 17, 1997

The
InterDesign
Group

Total Architectural D

North Madison County Public Library System Leasing Corporation
124 North 16th Street
Elwood, Indiana 46036-1598
Attention: Ms. Jan Helpling

INVOICE

North Madison County Public Library
DG No. 950017

For Professional Services Rendered in Accordance
With Owner/Architect Agreement dated 31 March 1992

For Period February 15 to March 31, 1997

ADDITIONAL SERVICES

| | |
|-----------------|-------------|
| Billing Reports | \$ 7,889.56 |
| Credit | 3,889.56 |
| | \$ 4,000.00 |

*Refer to letter of April 6, 1997 and March 31, 1997 Ready Plus Billing Report
correspondence.

~~TOTAL AMOUNT DUE THIS INVOICE~~ \$ 4,000.00

The InterDesign Group, Inc.

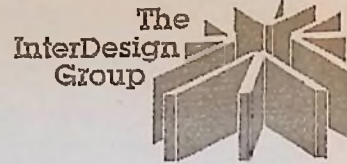
Joel P. Blum AIA

Joel P. Blum AIA

*Ben does not
know where
came from.*

*Ch'd last bill
attached expenses
were not included
in it.*

*8/11/97 Ron Hill
asked that I talk
to Joel B. to ask
if this is the last
bill we will rec.
Joel answered yes
unless we call
them back for
something special
in the inspection
interact several*



FACSIMILE TRANSMITTAL

DATE: 7/18/97
 PROJECT: North Madison County Public Library
 IDG #950017
 TO: Kathy Wittkamper, Director
 COMPANY: North Madison County Public Library
 FAX #: (765) 552-0955/
 FROM: Joel P. Blum
 #PAGES: 5 (Including Cover)
 MAILED ORIGINALS: Yes No

Total Architectural Development



June 17, 1997

Total Architectural Development

North Madison County Public Library System Leasing Corporation
 124 North 16th Street
 Elwood, Indiana 46036-1598
 Attention: Ms. Jan Helping

INVOICE

North Madison County Public Library
 IDG No. 950017

For Professional Services Rendered in Accordance
 With Owner/Architect Agreement dated 31 March 1992

For Period February 15 to March 31, 1997

ADDITIONAL SERVICES

| | |
|-----------------|-----------------|
| Billing Reports | \$ 7,888.56 |
| Credit | <u>3,888.56</u> |
| | \$ 4,000.00 |

*Refer to letter of April 8, 1997 and March 31, 1997 Aeasy Plus Billing Report
 correspondence.

TOTAL AMOUNT DUE THIS INVOICE **\$ 4,000.00**

The InterDesign Group, Inc.

Joel P. Blum, AIA

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Project: 950017 Elwood Public Library
 Client: 2330 North Madison Cty Public Library
 Construction cost 0 Percent .000
 Labor
 5101 Project Administration - R.T. JJB Jorja J. Carmichael
 5105 HVAC Engineering/Document-R.T. LPK Lester P. Koelling
 5119 Construction Admin. - Reg.Time AJP Arlen J. Packard
 523 Project Travel - Reg.Time AJP Arlen J. Packard
 Reimbursables
 5307 Mileage - Co. Auto AJP Arlen J. Packard
 5320 Postage and Freight
 5325 Supplies AJP Arlen J. Packard
 5340 Photocopies IDG InterDesign Group

CIRCULATION STATISTICS

| Date | Units/Cost | Rate | Mult | Amount | Adjusted Hours | Adjusted Amount |
|------------|------------|--------|------|----------|----------------|-----------------|
| 3-15-97 | 1.00 | 45.00 | | 45.00 | | |
| 3-31-97 | 1.00 | 45.00 | | 45.00 | | |
| 2-15-97 | 2.50 | 150.00 | | 375.00 | | |
| 3-15-97 | 7.50 | 150.00 | | 1,125.00 | | |
| 3-31-97 | 5.00 | 150.00 | | 750.00 | | |
| 2-15-97 | 1.75 | 45.00 | | 78.75 | | |
| 3-15-97 | 2.25 | 45.00 | | 101.25 | | |
| 3-31-97 | .50 | 45.00 | | 22.50 | | |
| 2-15-97 | 1.50 | 45.00 | | 67.50 | | |
| 3-15-97 | 3.25 | 45.00 | | 146.25 | | |
| 3-31-97 | 2.50 | 45.00 | | 112.50 | | |
| Sub-total: | | | | 2,868.75 | 28.75 | .00 |
| 3-15-97 | 2.00 | 125.00 | | 250.00 | | |
| Sub-total: | | | | 250.00 | 2.00 | .00 |
| 2-15-97 | 4.00 | 125.00 | | 500.00 | | |
| 2-28-97 | 3.50 | 125.00 | | 437.50 | | |
| 3-15-97 | 14.00 | 125.00 | | 1,750.00 | | |
| 3-31-97 | 2.50 | 125.00 | | 312.50 | | |
| 2-28-97 | 2.00 | 150.00 | | 300.00 | | |
| Sub-total: | | | | 3,300.00 | 26.00 | .00 |
| 2-28-97 | 1.50 | 125.00 | | 187.50 | | |
| 3-15-97 | 1.50 | 125.00 | | 187.50 | | |
| 2-15-97 | 1.00 | 150.00 | | 150.00 | | |
| 2-28-97 | 2.50 | 150.00 | | 375.00 | | |
| 3-15-97 | 2.50 | 150.00 | | 375.00 | | |
| Sub-total: | | | | 1,275.00 | 9.00 | .00 |
| 2-28-97 | 92.00 | .28 | | 25.76 | | |
| 3-15-97 | 92.00 | .28 | | 25.76 | | |
| 1-31-97 | 94.00 | .28 | | 26.32 | | |
| 2-15-97 | 94.00 | .28 | | 26.32 | | |
| 2-28-97 | 94.00 | .28 | | 26.32 | | |
| 3-15-97 | 94.00 | .28 | | 26.32 | | |
| Sub-total: | | | | 156.80 | | 156.80 |
| 1-31-97 | 7.56 | 1.00 | | 7.56 | | |
| 2-28-97 | 2.52 | 1.00 | | 2.52 | | |
| 3-31-97 | 2.64 | 1.00 | | 2.64 | | |
| 1-31-97 | 1.65 | 1.00 | | 1.65 | | |
| Sub-total: | | | | 14.37 | | 14.37 |
| 3-15-97 | 17.62 | 1.00 | | 17.62 | | |
| Sub-total: | | | | 17.62 | | 17.62 |
| 1-31-97 | 27.00 | .15 | | 4.05 | | |
| Sub-total: | | | | 4.05 | | 4.05 |

| | 1996 AUGUST | 1997 AUGUST | AMOUNT OF CHANGE | % OF CHANGE | YTD |
|--|--------------|----------------------|------------------|------------------|---------------|
| ELWOOD | | | | | |
| ADULT | 3161 | 3478 | +317 | +10% | 26761 |
| JUV. | 1559 | 2103 | +544 | +35% | 19543 |
| Y.A. | 0 | 211 | +211 | +100% | 1810 |
| PER. | 405 | 299 | -106 | -26% | 2928 |
| AUDIO | 177 | 287 | +110 | +62% | 1664 |
| VIDEO | 1610 | 2419 | +809 | +51% | 17953 |
| TOTAL | 6912 | 8797 | +1885 | +27% | 70659 |
| FRANKTON | | | | | |
| ADULT | 1177 | 1225 | -48 | -4% | 9304 |
| JUV. | 675 | 722 | +47 | +7% | 5360 |
| PER. | 196 | 234 | +38 | +19% | 1797 |
| AUDIO | 0 | 13 | +13 | +100% | 61 |
| VIDEO | 1098 | 1070 | -28 | -2% | 7760 |
| TOTAL | 3146 | 3264 | +118 | +4% | 24284 |
| H'BAKER (Closed for renovation) | | | | | |
| ADULT | 750 | 344 | -406 | -54% | 5178 |
| JUV. | 426 | 222 | -204 | -48% | 3770 |
| PER. | 124 | 55 | -69 | -56% | 847 |
| AUDIO | 23 | 4 | -19 | -83% | 38 |
| VIDEO | 528 | 147 | -381 | -72% | 3810 |
| TOTAL | 1851 | 772 | -1079 | -58% | 13641 |
| SYSTEM | | | | | |
| ADULT | 5088 | 5047 | +41 | +1% | 41207 |
| JUV. | 2660 | 3047 | +387 | +14% | 28673 |
| Y.A. | 0 | 211 | +211 | +100% | 1810 |
| PER. | 725 | 588 | -137 | -19% | 5572 |
| AUDIO | 200 | 304 | +104 | +52% | 1763 |
| VIDEO | 3236 | 3636 | +400 | +12% | 29523 |
| TOTAL | 11909 | 12833 | +924 | +8% | 108548 |
| REFERENCE QUESTIONS | -- | (Elwood Adults only) | 88 | | |
| PATRON ASSISTANCE | -- | (Elwood Adults only) | 216 | | |
| COMPUTER USAGE | -- | Elwood Adults | 88 | Elwood Childrens | 197 |
| PATRON COUNT | -- | Elwood only | 7985 | | |
| PROGRAMS | ELWOOD | F' TON | H' BAK | | |
| NUMBER OF ATTENDANCE | 0 | 0 | 0 | | |



8 April 1997

Total Architectural De

Board of Trustees
North Madison County Public Library
124 N. 16th Street
Elwood, Indiana 46036-1598

RE: Additional Time/Effort
February 15 to March 31, 1997 Reporting

Dear Trustees:

I am writing to share the remaining potential fee for the above invoice period. Enclosed please find the Billing Report for the above time/labor effort for your review. I have indicated earlier that the remaining effort for close-out and latent defect inspection for the Elwood Library will be in the fee and you will not be invoiced.

I have reduced the amount reported to \$4,000 in lieu of the \$7,888.56 indicated as appreciation of the opportunity to provide services to you. This invoice will probably be scheduled for a June payment.

Thank you for your continued support and trust.

Sincerely,
The InterDesign Group, Inc.

Joel P. Blum
Project Manager

/mp
Enclosure

The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46202
317/326-1000
Fax 317/326-1000



March 1997

Total Architectural Development

Board of Trustees
North Madison County Public Library System
124 North 16th Street
Elwood, Indiana 46036-1598

Re: Elwood Public Library
Project Close-out/Latent Defect Inspection

Dear Trustees:

The following information is shared to confirm the process of project close-out and latent defect inspection. Per the contract between M.D. Rowe and North Madison Public Library System, you will be receiving as-built conditions identified as a set of reproducible drawings and a project manual. These materials are for your reference as the need arises to maintain the library. You are urged to store these in a safe place where they can be retrieved for reference and use. M.D. Rowe will be completing the obligation to provide this information in the near future.

The bid documents require that the contractor provide a one year warranty on materials and workmanship. As part of both M.D. Rowe's and The InterDesign Group's responsibility, we are to review the condition of the library after nine months of occupancy to identify items that need attention regarding the warranty. The timing of the latent defect inspection will be sometime during August of 1997. At that time a list of items will be identified for M.D. Rowe's completion before December 1997.

During the period from today until August 1997 you are encouraged to begin a listing of items to be reviewed at that time. Items that effect electrical, mechanical or plumbing should be handled immediately by contacting M.D. Rowe.

Congratulations on your accomplishment of providing this new library for the community of Elwood. The response has been overwhelming and positive. If I can be of assistance in the future, do not hesitate to contact me.

Sincerely,
The InterDesign Group, Inc.

Joel P. Blum

JPB/ask

The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, Indiana 46202
317/326-1000
Fax 317/326-1000

The
InterDesign
Group



Total Architectural D

18 July 1997

Board of Trustees
North Madison County Public Library
124 N. 16th Street
Elwood, Indiana 46036-1598

RE: Proposed Library Sign

Dear Trustees:

Thank you for the opportunity to present a suggested exterior sign to you on 16 July 1997. As discussed during the presentation, options to reduce cost can be explored. One significant item is the potential of utilizing non-union labor in lieu of union labor as estimated. Other options involve changes in materials and size of the sign itself. The concept presented does reflect a style consistent with the appearance of your library exterior using brick and stone.

The decision you need to address concerns whether budget or long-term appearance is the determining factor. I don't believe that you have established a budget as yet. If I can be of further assistance do not hesitate to contact me.

Sincerely,
The InterDesign Group, Inc.

Joel P. Blum
Joel P. Blum

JPB/lsk

The InterD
Indiana

07.18.97 02:02 PM

asi
sign systems

ASI Sign Systems
2017 West 18th Street
Indianapolis, Indiana 46202

Telephone: 317/269-3400
FAX: 317/269-3578

ASI Sign Systems
2017 West 18th Street
Indianapolis, IN 46202

Invoice Number 32486

Please Reference Above Invoice Number On All Correspondence

Page 1

Bill To

Accounts Payable
North Madison County Public Library
1600 Main Street
Elwood, IN 46036-2023

Ship To

Kathi Willkamper
North Madison County Public Library
1600 Main Street
Elwood, IN 46036-2023

NORT10

| | | | | | | | |
|--------------|---------------------------|-----------|--------------|--|--------------|--------|----------------|
| Phone | 765-552-5001 | FAX | 765-525-0955 | Phone | 765-552-5001 | FAX | 765-552-0955 |
| Invoice Date | 7/18/97 | Ship Date | 7/17/97 | Terms | Net 30 Days | F.O.B. | Shipping Point |
| Project | Magnetic Shelf Edge Signs | | | Sales Representative J. Richardson / Indiana / Lydia Fize! | | | |
| Reference | 14247 / NA / NORT10 | | Ship Method | UPS Brown | | PO No. | Quote 14418 |

| Item | Qty. | Description | Ship | B/O | Unit Price | Extension |
|------|------|--|------|-----|------------|-----------|
| 1. | 93 | SPB Series magnetic sign strips, 1/2" x 6", SC 513 Emerald with white Helvetica copy, Inc., 1/4"H. Copy attached. | 93 | 0 | \$6.00 | \$558.00 |

| | |
|--|-----------------|
| Subtotal | \$558.00 |
| * Tax Exempt 4491874001 Sales Tax | \$0.00 |
| Crating & Shipping | \$8.28 |
| Installation | \$0.00 |
| Invoice Total | \$566.28 |

Invoice Notes & Conditions

Overdue accounts will be subject to 1-3/4% charge per month.
An annual rate of 21%.

Director's Report for August 13, 1997

For Your Information:

- Part-time Elwood employee Gloria Brisben has accepted a full-time position at ELSA. The last day she will be available for work is August 19.
- A new CD-Rom program with weekly updates has been installed in Adult & Youth Services offices for purchasing through our primary book vendor, Baker & Taylor. Both branches should have installation completed by the end of the month. The program will make ordering more efficient for all locations.
- Circulation of large print materials obtained through the State Library Special Services Division has "taken off" according to Emily Davidson.
- In reporting the success of the Elwood Summer Reading Program, Sharon Fouts said "We had no grand opening or closing, spent very little money (less than \$100), and the children came anyway!" Preschool & elementary sessions averaged at least 30, while attendance at programs for older children ranged from 15-30.

Calendar:

- 7 p.m., August 27 - Public Hearing for 1998 Budget, followed by meeting as Personnel Committee.
- September 1 - System closed for Labor Day Holiday.
- September 10 - Regular Board Meeting.
- September 24 - System closed for District 8 Meeting.

Monthly Staff Training Report:

- New full-time custodian Kathy Harris has been a valuable addition to the staff. She is energetic, efficient, & self-directed.
- Emily Davidson, Herschell Stunkard & Sharon Fouts have devoted as much time as possible to learning the new Baker & Taylor CD-Rom program. Emily orders adult materials, Sharon orders children's materials, & Herschell provides some in-house computer support.
- Elwood staff are being systematically re-trained in both adult & youth services. Clerical staff are being assigned more specific areas of responsibility, both for more equitable division of labor and to ensure accountability.
- Some Elwood employees have, or will be, assisting Summitville staff with move & reorganization. However, they still will need some training after Summitville reopens for "business as usual."

CLERK REGISTER
 NORTH MADISON COUNTY PUBLIC LIBRARY
 124 NORTH 15TH STREET
 ELWOOD, IN 46015-1122
 13 AUG 97

PAGE 1

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|-------------------------------|
| XXX | 00484 | KPTPS | 2982.54 | 09-JUL-97 | FICA & FOD DED FOR 07/09/97 |
| 016567 | 00544 | KPTPS | 2023.25 | 25-JUL-97 | WTR. & FICA DED - FICA 7-20- |
| PAYROLL | 00539 | PAYROLL DEDUCTIONS | -3194.25 | 25-JUL-97 | CHECKS 004495-004507 |
| PAYROLL | 00538 | PAYROLL | 22646.93 | 23-JUL-97 | CHECKS 004495-004507 |
| 016504 | 00478 | MADISON COUNTY SCHOOL EMPLOY | 1406.02 | 05-JUL-97 | F/R DED FOR PERIOD END 8/28 |
| 016505 | 00479 | INDIANA DEFERRED COMPENSATIO | 210.00 | 05-JUL-97 | F/R DED FOR PERIOD END 8/28 |
| 016506 | 00480 | ANGELICA'S GOLD FRAME | 946.00 | 05-JUL-97 | FRAME & MAT FOR J. OTIS HORN |
| 016507 | 00481 | CITY WATER & SEWAGE DEPT. | 126.34 | 05-JUL-97 | ELWOOD TAPES FOR JUNE |
| 016508 | 00482 | AT&T | 11.75 | 05-JUL-97 | ELWOOD TELEPHONE SERVICE |
| 016509 | 00483 | AMERITECH | 507.60 | 05-JUL-97 | TELEPHONE SERVICE - ELWOOD |
| 016510 | 00485 | ADDED TOUCH, THE | 65.00 | 16-JUL-97 | WEAVERS FOR LIBRARY |
| 016511 | 00486 | AMERICAN BUSINESS DIRECTORIE | 322.00 | 16-JUL-97 | BOOK - ELWOOD |
| 016512 | 00487 | AMERITECH | 214.24 | 16-JUL-97 | TELE. - SUMMITVILLE |
| 016513 | 00488 | AUDIO VISUAL COMMUNICATIONS | 55.00 | 16-JUL-97 | SEV. AGREE. JULY |
| 016514 | 00489 | BAKER & TAYLOR BOOKS | 3254.95 | 16-JUL-97 | BOOKS - ELWOOD, FRANKTON, SUN |
| 016515 | 00490 | BARBARA MCADAMS | 17.50 | 16-JUL-97 | MILEAGE |
| 016516 | 00491 | A E BOYCE CO INC | 52.35 | 16-JUL-97 | SUPPLIES |
| 016517 | 00492 | CAROLYN LAMBERTSON | 15.00 | 16-JUL-97 | MILEAGE |
| 016518 | 00493 | CUSTOMER SERVICE | 19.46 | 16-JUL-97 | BOOKS - FRANKTON |
| 016519 | 00494 | DEMCO | 76.15 | 16-JUL-97 | SUPPLIES |
| 016520 | 00495 | FAMILY BOOKSTORE | 383.75 | 16-JUL-97 | BOOKS - FRANKTON |
| 016521 | 00496 | GTE NORTH INDIANA OPERATIONS | 124.31 | 16-JUL-97 | TELE. - FRANKTON |
| 016522 | 00497 | GALE RESEARCH | 269.79 | 16-JUL-97 | BOOKS - ELWOOD |
| 016523 | 00498 | GAYLORD BROS. | 90.36 | 16-JUL-97 | SUPPLIES |
| 016524 | 00499 | GENEALOGICAL PUBLISHING CO., | 229.11 | 16-JUL-97 | BOOKS - ELWOOD |
| 016525 | 00500 | GROLIER EDUCATIONAL CORP. | 1942.98 | 16-JUL-97 | BOOKS - ELWOOD |
| 016526 | 00501 | HORTON'S & SONS OF ELWOOD | 24.72 | 16-JUL-97 | CUSTODIAL SUPPLIES |
| 016527 | 00502 | INDIANA GAS COMPANY | 86.16 | 16-JUL-97 | ELWOOD - 124 & 1600 GAS |
| 016528 | 00503 | INGRAM DISTRIBUTION GROUP IN | 52.14 | 16-JUL-97 | BOOKS - SUMM. |
| 016529 | 00504 | K MART | 58.75 | 16-JUL-97 | SUPPLIES |
| 016530 | 00505 | LINDA KEMPER | 14.00 | 16-JUL-97 | MILEAGE |
| 016531 | 00506 | LIBRARY STORE INC., THE | 296.30 | 16-JUL-97 | SUPPLIES |
| 016532 | 00507 | MARVIN SAUBERT | 80.00 | 16-JUL-97 | LAWN CARE - SUMMITVILLE |
| 016533 | 00508 | MARSH SUPERMARKET | 6.75 | 16-JUL-97 | SRV SUPPLIES |
| 016534 | 00509 | MANIFOLD REFUSE, INC. | 41.00 | 16-JUL-97 | TRASH SERVICE - FRANKTON |
| 016535 | 00510 | MATT SMITH | 50.00 | 16-JUL-97 | MOWING - FRANKTON |
| 016536 | 00511 | MARY J. HELPLING | 22.50 | 16-JUL-97 | MILEAGE |
| 016537 | 00512 | MARY WIRE | 28.48 | 16-JUL-97 | REFUND OF DONATION FOR EGGS/ |
| 016538 | 00513 | MUNCIE OFFICE SUPPLY | 81.48 | 16-JUL-97 | SUPPLIES |
| 016539 | 00514 | NEWS-SUN, THE | 22.35 | 16-JUL-97 | CLASSIFIED AD |
| 016540 | 00515 | OXMOOR HOUSE | 29.45 | 16-JUL-97 | BOOK - FRANKTON |
| 016541 | 00516 | PITNEY BOWES | 101.25 | 16-JUL-97 | POSTAGE METER RENTAL |
| 016542 | 00517 | PAUL JUDAY | 15.00 | 16-JUL-97 | BOOK - ELWOOD |
| 016543 | 00518 | PUBLIC EMP. RETIREMENT FUND | 7660.32 | 16-JUL-97 | QTR END REPT. - 6-30-97 |
| 016544 | 00519 | MIDWEST TAPE | 643.60 | 16-JUL-97 | VIDEOS - ELWOOD, FRANKTON |
| 016545 | 00520 | PUBLISHER'S QUALITY LIBRARY | 530.65 | 16-JUL-97 | BOOKS - SUMMITVILLE |
| 016546 | 00521 | QUILL CORPORATION | 232.50 | 16-JUL-97 | SUPPLIES - ELWOOD |
| 016547 | 00522 | THOMSON INDIANA | 214.04 | 16-JUL-97 | ADS & SUBSCRIP.,-SUMMITVILLE |

*Did not update at end of July -
 therefore Cl. Listing shows July amt.*

CHECK REGISTER
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 13 AUG 97

PAGE 2

*Board
of
Personnel
to here
↓*

*Additional
July prints
24504.16*

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|-------------------------------|-----------------|------------|--------------------------------|
| 016548 | 00523 | TOWN OF FRANKTON | 47.97 | 16-JUL-97 | UTILITIES - FRANKTON |
| 016549 | 00524 | U.S. TOY CO., INC. | 33.68 | 16-JUL-97 | BOOKS - ELWOOD |
| 016550 | 00525 | UNITOG RENTAL SERVICES | 62.00 | 16-JUL-97 | CUSTODIAL SUPPLIES |
| 016551 | 00526 | CANAL CONSULTING, INC. | 453.75 | 16-JUL-97 | SECURITY ASSESSMENT |
| 016552 | 00527 | GLOBE FURNITURE | 916.00 | 21-JUL-97 | FURNITURE - REH LIBRARY, SUM |
| 016553 | 00529 | CAROLYN LAMBERTSON | 45.09 | 23-JUL-97 | PETTY CASH REIMBURSEMENT |
| 016554 | 00530 | DIANA L. SHEPARD | 33.90 | 23-JUL-97 | PETTY CASH REIMBURSEMENT |
| 016555 | 00531 | DICK'S LOCKSMITHING | 20.00 | 23-JUL-97 | KEY/DOOR PROBLEMS |
| 016556 | 00532 | INDIANA SECRETARY OF STATE | 10.00 | 23-JUL-97 | LEAS. CORP. FEE |
| 016557 | 00533 | TINA PAVAN | 4.39 | 23-JUL-97 | REFUND OF BOOK/FOUND |
| 016558 | 00534 | INDIANA DEPARTMENT OF REVENUE | 870.98 | 23-JUL-97 | STATE & COUNTY TAXES - JULY |
| 016559 | 00535 | CITY OF ELWOOD NON-REVERTING | 776.92 | 23-JUL-97 | HEALTH INS. - STEWART, FOUTS |
| 016560 | 00536 | MADISON COUNTY SCHOOL EMPLOY | 1407.35 | 23-JUL-97 | CREDIT UNION DEDUCTIONS - 7- |
| 016561 | 00537 | INDIANA DEFERRED COMPENSATIO | 215.00 | 23-JUL-97 | ANNUITY DEDUCTIONS - 7-23-97 |
| 016562 | 00528 | AMERICAN ELECTRIC POWER | 1629.02 | 23-JUL-97 | ELEC. - ELWOOD, SUMM. |
| 016563 | 00540 | JANE A. BECKLEY | 2000.00 | 25-JUL-97 | LEASE PMT. - FRANKTON BLDG. (|
| 016564 | 00541 | INDIANA STATE LIBRARY | 84.00 | 25-JUL-97 | 4 PLAC CARDS - 1ST & 2ND QTR |
| 016565 | 00542 | INDIANA GAS COMPANY | 12.00 | 25-JUL-97 | GAS - FRANKTON |
| 016566 | 00543 | TOWN OF FRANKTON | 104.18 | 25-JUL-97 | ELECT., WATER - FRANKTON |
| 016568 | 00545 | CITY WATER & SEWAGE DEPT. | 124.64 | 06-AUG-97 | ELWOOD - WATER - 7/23/97 |
| 016569 | 00546 | MADISON COUNTY SCHOOL EMPLOY | 1398.51 | 06-AUG-97 | PR DEDUCTION - PAY 08/06/199 |
| 016570 | 00547 | INDIANA DEFERRED COMPENSATIO | 215.00 | 06-AUG-97 | PR DEDUCTION - PAY 08/06/97 |
| XXXX | 00548 | EFTPS | 3082.58 | 06-AUG-97 | PR DED -FICA & FED- PAY 08/0 |
| 016571 | 00549 | AT&T | 7.80 | 13-AUG-97 | ELWOOD TELEPHONE SERVICE |
| 016572 | 00550 | AT&T | .25 | 13-AUG-97 | FRANKTON TELEPHONE SERVICE |
| 016573 | 00551 | AMERITECH | 210.30 | 13-AUG-97 | ELWOOD TELEPHONE SERVICE |
| 016574 | 00552 | BETTER BOOKS COMPANY | 1096.66 | 13-AUG-97 | SUMMITVILLE - BOOKS, VIDEOS |
| 016575 | 00553 | BETTER CONTAINERS MFG. CO, I | 55.04 | 13-AUG-97 | SUMMITVILLE - BOOK BAGS |
| 016576 | 00554 | A E BOYCE CO INC | 51.36 | 13-AUG-97 | RECEIPTS |
| 016577 | 00555 | BRENDA CAREY | 45.00 | 13-AUG-97 | MILEAGE |
| 016578 | 00556 | BETTY CALDWELL | 9.95 | 13-AUG-97 | REFUND LOST BOOK THAT WAS RE |
| 016579 | 00557 | CAROLYN LAMBERTSON | 102.50 | 13-AUG-97 | SUMMITVILLE - MILEAGE |
| 016580 | 00558 | CHANCE BROS. MARBLE & TILE, | 3226.25 | 13-AUG-97 | PAVER ENGRAVING - ELWOOD |
| 016581 | 00559 | DAVIDSON TITLES, INC. | 48.15 | 13-AUG-97 | ELWOOD - ADULT BOOKS |
| 016582 | 00560 | DEWCO | 488.02 | 13-AUG-97 | SUMMITVILLE-BOOKS, ELWOOD-SUPP |
| 016583 | 00561 | FILIP, INC. | 25.95 | 13-AUG-97 | CLEANING SUPPLIES |
| 016584 | 00562 | GALE RESEARCH | 277.19 | 13-AUG-97 | ELWOOD - ADULT BOOKS |
| 016585 | 00563 | GAYLORD BROS. | 1660.60 | 13-AUG-97 | BOOK CHARGER RENTAL - SUPPLI |
| 016586 | 00564 | GY DIGITAL CORP | 73.70 | 13-AUG-97 | ELWOOD - VIDEOS |
| 016587 | 00565 | HILL-DONNELLY CORPORATION | 112.74 | 13-AUG-97 | ELWOOD - ADULT BOOKS |
| 016588 | 00566 | HORTON'S & SONS OF ELWOOD | 5.02 | 13-AUG-97 | BUILDING SUPPLIES |
| 016589 | 00567 | INGRAM DISTRIBUTION GROUP IN | 40.00 | 13-AUG-97 | LIBRARY VIDEO FICHE - ELWOOD |
| 016590 | 00568 | JAMIE B. SCOTT | 7.50 | 13-AUG-97 | SUMMITVILLE - MILEAGE |
| 016591 | 00569 | JANE A. BECKLEY | 2000.00 | 13-AUG-97 | PURCHASE - FRANKTON BUILDING |
| 016592 | 00570 | KATHY L HARRIS | 32.50 | 13-AUG-97 | MILEAGE - FRANKTON, SUMMITVI |
| 016593 | 00571 | K MART | 280.47 | 13-AUG-97 | S'VILLE VIDEO - SUPPLIES |
| 016594 | 00572 | KEITH BALDWIN | 25.00 | 13-AUG-97 | MILEAGE-PICK UP FURNITURE-SU |
| 016595 | 00573 | LIBRARY STORE INC., THE | 358.95 | 13-AUG-97 | SUPPLIES |

CHECK REGISTER
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 13 AUG 97

PAGE 3

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|------------------------------|
| 016596 | 00574 | LIBRARY VIDEO COMPANY | 40.35 | 13-AUG-97 | FRANKTON - VIDEO |
| 016597 | 00575 | MARSH SUPERMARKET | 29.99 | 13-AUG-97 | SUPPLIES |
| 016598 | 00576 | MIDWEST TAPE | 373.05 | 13-AUG-97 | ELWOOD, FRANKTON - VIDEO |
| 016599 | 00577 | MUNCIE OFFICE SUPPLY | 395.00 | 13-AUG-97 | TIME CLOCK - ELWOOD |
| 016600 | 00578 | POLK | 96.00 | 13-AUG-97 | BOOKS - ELWOOD ADULT |
| 016601 | 00579 | QUILL CORPORATION | 236.28 | 13-AUG-97 | SUPPLIES |
| 016567 | 00580 | EFTPS | -2923.25 | 13-AUG-97 | VOID CK. |
| XXXX | 00581 | EFTPS | 2923.25 | 13-AUG-97 | RE-ENTER INFO./FICA & FED.PW |
| 016602 | 00582 | AUDIO VISUAL COMMUNICATIONS | 99.00 | 13-AUG-97 | SERV. AGREE. - AUGUST |
| 016603 | 00583 | BON PRINTING | 66.00 | 13-AUG-97 | TITLE SLIPS |
| 016604 | 00584 | DICK'S LOCKSMITHING | 10.00 | 13-AUG-97 | REPAIR DOOR LOCK |
| 016605 | 00585 | ELWOOD HERITAGE PRESERVATION | 31.00 | 13-AUG-97 | PURCHASE HISTORICAL ARTICLES |
| 016606 | 00586 | ELWOOD PUBLISHING COMPANY IN | 95.00 | 13-AUG-97 | AD - FRANKTON/WELCOME |
| 016607 | 00587 | GTE NORTH INDIANA OPERATIONS | 118.79 | 13-AUG-97 | TELE. - FRANKTON |
| 016608 | 00588 | INDIANA GAS COMPANY | 66.33 | 13-AUG-97 | GAS -1600 AND 124 NO. 16TH/E |
| 016609 | 00589 | INDYNET | 30.00 | 13-AUG-97 | JUNE, JULY BILLINGS |
| 016610 | 00590 | RUFUS JESSIE | 60.00 | 13-AUG-97 | TRASH PICK-UP |
| 016611 | 00591 | RAMSAY BUSINESS PRODUCTS | 120.58 | 13-AUG-97 | OFFICE SUPPLIES, SERVICE |
| 016612 | 00592 | REVCO D.S., INC. | 65.86 | 13-AUG-97 | SUPPLIES |
| 016613 | 00593 | SIMON & SCHUSTER | 74.60 | 13-AUG-97 | BOOKS, FRANKTON, SUMMITVILLE |
| 016614 | 00594 | SPECIALTY STORE SERVICES, IN | 108.41 | 13-AUG-97 | TAPE CASES |
| 016615 | 00595 | STATE CHEMICAL MANUFACTURING | 238.76 | 13-AUG-97 | SUPPLIES |
| 016616 | 00596 | SUPERINTENDENT OF DOCUMENTS | 10.00 | 13-AUG-97 | BOOK - ELWOOD |
| 016617 | 00597 | TASTE OF HOME | 27.49 | 13-AUG-97 | BOOK - SUMMITVILLE |
| 016618 | 00598 | THOMSON INDIANA | 78.00 | 13-AUG-97 | SUBSCRIPT. - ELWOOD |
| 016619 | 00599 | UNIVERSITY BOOK SERVICE | 548.91 | 13-AUG-97 | BOOKS, ELWOOD, SUMMITVILLE |
| 016620 | 00600 | VIKING OFFICE PRODUCTS | 74.37 | 13-AUG-97 | PENCILS |
| 016621 | 00601 | BAKER & TAYLOR BOOKS | 1954.12 | 13-AUG-97 | BOOKS - ELWOOD, FRANKTON, SU |
| 016622 | 00602 | BRENDA CAREY | 29.17 | 13-AUG-97 | POSTAGE |
| 016624 | 00603 | MOSEY'S AWARDS | 56.40 | 13-AUG-97 | PLAQUES |

--TOTAL AMOUNT OF CLAIMS-- ~~68964.53~~

*Invoices August 20197.29
 after Bd Mtg July 24504.16
 44701.45*

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 3 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 44701.45 DATED 13-AUG-97.

Patricia Bollander

Linda Anglin

Barbara J. Abernathy

Beverly Austin

Sharan Pace

Burdaz Carey

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001
FAX (317) 552-0955

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Budget Hearing
August 27, 1997
7:00pm

President Beverly Austin called to order the Budget Hearing for the 1998 budget in the Elwood Library Meeting Room at 7:00pm on August 27, 1997.

President Austin stated the hearing was called to allow taxpayers to voice any concerns about the published budget.

The public was invited to make comments. No one was present and no comments were made.

The meeting was closed with a motion by Pam Bohlander, seconded by Sharan Pace and passed.

Barbara Abernathy
Barbara Abernathy, Secretary

Beverly Austin
Patricia Bollander

Sharan Pace

BOARD OF TRUSTTES
EXECUTIVE MEETING
6:30PM

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

- A. Purchase or Lease of Real Property - Bond Fund Balance
(IC 5-14-1.5-6-(B) (2) (d) (purchases)
- B. Real or Personal Property - Memorial Benches
(IC 20-14-3-4-(b)
- C. Personnel - Admin. Asst. Job Description
(IC 5-14-1.5-6-(b) (6)

BOARD OF TRUSTEES
Regular Meeting for Business
ELWOOD PUBLIC LIBRARY
AGENDA
September 10, 1997
7:00PM

CALL TO ORDER
CALL FOR QUORUM
MINUTES

CLAIMS REGISTER

OLD BUSINESS

- A. Gift Policy Draft

NEW BUSINESS

- A. Building Reports
 - 1. Elwood
 - 2. Frankton
 - 3. Summitville
- B. Budget Adoption
- C. Internet Update
- D. District 8 Meeting
- E. Outdoor Sign

DIRECTOR'S REPORT
ADJOURN

North Madison County Public Library System

North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0355

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Executive Meeting
September 10, 1997

CALL TO ORDER

President Beverly Austin called an executive meeting to order at 6:30pm in the meeting room of the Elwood Public Library on September 10, 1997.

CALL FOR QUORUM

Board members present with President Austin were: Pam Bohlander, Linda Sizelove, Sharan Pace and Barbara Abernathy. Also present were Director Kathi Wittkamper and Admin. Ass't. Jan Helpling.

BUSINESS

- A. Purchase or Lease of Real Property
 - 1. Bond Fund Balance is \$54,000.00 and discussion was held on what items could be purchased with the remaining money. The library has until the end of the year to spend the balance in the Construction Fund on items of a lasting nature or property in the taxing unit area. Besides the attached list presented by Director Wittkamper, two new copiers and enlarging the patio were mentioned.
- B. Real or Personal Property
 - 1. Beverly Austin is waiting for an answer from Roger Gregg to see if he will build the benches for Mr. Merritt's memorial.
- C. Personnel - Received the Admin. Asst. Job Description. Discussed with Jan changes and/or updates. Beverly would like an executive session to be held October 6, from 6:00pm to 7:00pm to discuss both Admin. Ass't. and Director job descriptions after which they will come together with the Board for evaluations before the meeting in October.

Linda Sizelove made a motion to adjourn the meeting at 7:00pm. Pam Bohlander seconded and it was closed.

Barbara Abernathy
Barbara Abernathy, Sec'y.

Linda Sizelove
Sharan Pace

Beverly J. Austin
Jerry Kaiser

North Madison County Public Library System

124 North 18th Street

Elwood, Indiana 46036-1598

(317) 652-6001

FAX (317) 652-0066

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

BOARD OF TRUSTEES

Regular Meeting for Business

September 10, 1997

7:00pm

CALL TO ORDER

President Beverly Austin called a regular meeting for business to order at 7:00pm, September 10, 1997 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present with Mrs. Austin were members Pam Bohlander, Linda Sizelove, Sharan Pace and Barbara Abernathy. Also present were Director Kathi Wittkamper and Admin. Ass't. Jan Helpling. Absent board members were Brenda Carey and Jerry Kaiser.

MINUTES

Motion was made by Barbara Abernathy and seconded by Pam Bohlander to accept last month's minutes. The motion passed.

CLAIMS REGISTER

Claims Register was signed by board members.

OLD BUSINESS

Director Wittkamper presented a draft of a Gift Policy to board members to be considered. She explained the original could be copied and given to a donor. She also said most libraries do not have a gift policy, therefore, we will have no example and will need to do our own. She feels eventually each library should have display devices to house informational brochures such as the gift policy. President Austin was concerned about financial gifts and guidelines for spending them, therefore, Kathi said she will talk to someone in the financial field to get advice and will bring before the board in October.

A balance of \$54,184.69 in the Construction Fund was reported by Jan Helpling, who received the information from the bondholder - National City Bank. According to our financial consultant, Lonnie Therber - Therber, Brock & Kramer, the library has until the end of the year to spend or encumber these funds as long as it is spent on articles of a lasting nature for the Elwood property or land in the library system area. Linda Sizelove stated she would like to see the board give Kathi permission to get needed articles for the library with the money. Barbara Abernathy made a motion that the board allow the director to use the list attached as a guideline and include the outdoor sign and other lasting items. Motion passed. Library board will report to the Leasing Corporation this

decision

Summitville Community Library

Elwood Public Library

Frankton Community Library

Outdoor Sign Info. - Mr. Manton Marcuson, Marcuson Monuments, presented information about the sign he proposes. He showed the board Barrie granite from Vermont, front polished, and plans for the granite to be the shape of an open book with deep-cut black lettering (Elwood Public Library) The sign would be four feet long, 40 inches tall. It is a one-sided sign. The cost installed is \$2,611.00. The library would need to have a foundation installed 30-36 inches deep. The sign would set on the foundation with a sealant applied. It would take 30 days to get the stone. He feels a second side would be approx. \$300-400.

Steve Sizelove, Sizelove Construction, presented his designs for signs. The sign would be brick and limestone, with cast balls (concrete) on each side, nine feet long, four feet high. Steve said he feels it should set out from the building. Complete price for two sided sign #1 is \$7,850. and #2 for \$9,850. Steve also said if we want the sign done this year, we will need to begin soon. He also said a base for a sign proposed by Mr. Marcuson could be \$500 - 1000.

Linda Sizelove said she would abstain from voting on the sign.

Mrs. Austin wanted board members to consider one or two sides. Director Wittkamper and the board members present all agreed the sign should be two-sided. President Austin also asked that board members be prudent in their decision. Kathi suggested using gift money for part of the cost. Linda Sizelove stated she would like to see a very nice sign in front of our building.

Barbara Abernathy made a motion to accept sign #1 from Sizelove Construction. Pam Bohlander seconded. The vote was two votes for and two votes against.

Discussion was held by board members, they did not think a solution would be reached by bringing in another sign company. President Austin asked board members to consider dimensions and look at the property placement in the daytime hours so that a decision could be made in October. Steve Sizelove said he wanted the board to consider city restrictions and also that making the sign smaller would not save too much money.

Kathi reported to the board she has notified David Ginn, M.D. Rowe Construction of the items to be addressed at the nine-month latent inspection. InterDesign Engineers and Architechs will make the inspection and if there are problems, will take up with M.D. Rowe.

Frankton Library is using a table from the Carnegie Building to display donated magazines for use by patrons.

NEW BUSINESS

The Indiana Library Federation District 8 conference will be held

at the Elwood Library September 24, 1997. All three libraries will be closed to the public that day.

1998 Budget The budget has been published by law and there has been a hearing for the public to voice objections and there were none. A motion was made by Pam Bohlander to accept the 1998 budget, Sharan Pace seconded and the motion passed. The budget will be sent or delivered to the County Auditor.

Internet Director Wittkamper handed each board member a packet of information she has compiled for and against Internet access by patrons. Some points made were:

The Internet will never replace the printed word.

The library has not been able to keep the present staff trained with new computer programs made available to the public, it will be the same with the Internet.

After a trip to Alex Library, Director Norris said she did not anticipate cost, additional staff time needed, repair and policy. She, Sharan Pace and Kathi discussed the problems Alex is having.

In regard to Ralph Hazelbaker's proposal regarding Summitville and being on-line with IU, Beverly stated she was comfortable with new computers and would be in favor of having the Internet but not E-Mail and not a proposal that will cost \$40,000 to \$50,000 for our system. Kathi also thinks we need a long-range plan because there are any number of media programs but we do need to know our purpose in this area. An Integrated Technology Program needs community inter-action and support and would be documentation for grants.

Director's Report

A report was received from the State Board of Tax Commissioners with approval to spend the auction money. (\$2,830.00)

There has been a request from the Library Journal for information regarding our building and pictures, etc. to be published in a forth-coming issue. Since we did not have much of the information they requested, it was turned over to Inter-Design.

The Genealogy Group will use the Library address as theirs.

Peg, Cinda and Jamie will attend the CYPD conference in Indianapolis.

There are workshops scheduled throughout the state on "Basic Reference Training" Kathi hopes to send as many staff members as possible.

She would like to send both branch managers and Loretta Dodd to a

workshop on handling historic materials.

Gloria Brisben left for other employment and we currently have an employee with personal problems, creating some absenteeism, therefore, coverage is a current problem.

A volunteer connected to a Senior-Citizen's program will be helping at the Summitville Library now.

President Austin suggested a board-staff meeting to be held after the November meeting on November 12 at 8:00pm.

Pam Bohlander made a motion to adjourn the meeting at 9:00pm. Sharan Pace seconded and it closed.

Barbara Abernathy
Barbara Abernathy, Secretary

Linda Agler
Sharan Pace

Beverly J. Austin
Jenny Norris

Patron Behavior Code

"It is the policy of North Madison County Public Library System (NMCPLS) to maintain a safe and pleasant atmosphere in all System facilities. To that end, the Board of Trustees expressly forbids: eating/drinking (except in designated areas); tobacco use; bare feet/torso; roller blades/skates or skate boards; mutilation/theft of Library property; and/or any disruptive behavior which interferes with the rights/needs of others.

Individuals identified by NMCPLS staff as exhibiting unacceptable behavior will be asked to modify their behavior accordingly or to leave the facility. Repeat offenders, or those whose behavior is considered violent/threatening, may be barred from future library use. NMCPLS and its employees assume no responsibility for minor children. Parents/guardians retain full responsibility for minor children under all circumstances. Proper authorities will be notified as deemed necessary by library staff."

—adopted by NMCPLS Board of Trustees, July 16, 1997

DIRECTOR'S REPORT

NMCPLS TRUSTEE MEETING • SEPTEMBER 10, 1997

GENERAL INFORMATION

We have received official notification that the additional appropriation required to spend auction proceeds has been approved by the State Board of Tax Commissioners.

The Elwood Pipecreek Genealogy Society was given permission to have their general mail sent in care of Elwood Public Library. The group will be publishing a column in the Elwood Call-Leader and queries will be directed to the group through the Elwood Library.

A request for information to be included in the architectural issue of *Library Journal* was forwarded to The InterDesign Group.

All system facilities will be closed on Wednesday, September 24, to host the fall conference of Indiana Library Federation, District 8.

MONTHLY STAFF TRAINING UPDATE

Sharon Fouts and Kathi Wittkamper attended the Youth Services Roundtable meeting held September 8 at the Jay County Library. Topics discussed included material selection for reference (including Indiana history); organization of easy readers; programming; school services; and Internet access. Surprisingly, more than one of the libraries represented provided PC workstations dedicated to public access to the Internet, but no other computer resources. None used blocking software, but workstations were located in areas of high visibility. One participant said that printers are kept behind the circulation desk so patrons must pay for printing. Those who cannot pay on-the-spot may take their printed material if payment is recorded as an outstanding fine.

There are several training opportunities available through the end of the year. Recommendations are as follows:

- Peg Eddy, Cinda Horine & Jamie Scott to attend the year's Children & Young People's Division Conference.
- A "Basic Reference Training" workshop is being offered by INCLSA, at a cost of \$40 per person, at various locations throughout the month of October. This is an area in which we are quite weak, and I would like to send as many employees as possible.
- Also offered by INCLSA is a workshop titled "Learning to Use the Librarian Who Has Historical Materials." Scheduled for October 9 in Warsaw, at a cost of \$40 per person, it is designed as an interactive course that will touch on all aspects of archival administration. At least one representative from each facility should attend this workshop.
- IU School of Continuing Studies is offering a program on interactive distance technology at sites throughout the state titled "Implementing and Managing the Internet in Organizations." This course will be held from 8 to 8:30 p.m. on that Friday, October 10.

EXPENDITURES TO BE ALLOWED
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 10 SEP 97

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------------|--------------|------------------------------|-----------------|------------|-------------------------------|
| -PAID AFTER BOARD MEETING- | | | | | |
| PAYROLL | 00604 | PAYROLL | 11744.08 | 06-AUG-97 | CHECKS 004538-004559 |
| PAYROLL | 00605 | PAYROLL DEDUCTIONS | -4742.43 | 06-AUG-97 | CHECKS 004538-004559 |
| PAYROLL | 00606 | PAYROLL | 11673.74 | 20-AUG-97 | CHECKS 004560-4584004584 |
| PAYROLL | 00607 | PAYROLL DEDUCTIONS | -4719.61 | 20-AUG-97 | CHECKS 004560-4584004584 |
| 016636 | 00608 | CAROLYN LAMBERTSON | 212.79 | 13-AUG-97 | SUPPLIES/FURNITURE - REH LIB |
| 016626 | 00609 | AMERITECH | 115.37 | 20-AUG-97 | TELE. - SUMMITVILLE |
| 016627 | 00610 | AMERICAN ELECTRIC POWE | 1725.94 | 20-AUG-97 | ELEC. - ELWOOD, SUMMITVILLE |
| 016628 | 00611 | INDIANA-AMERICAN WATER | 20.55 | 20-AUG-97 | WATER - SUMMITVILLE |
| 016629 | 00612 | INDIANA DEPARTMENT OF | 925.58 | 20-AUG-97 | STATE & COUNTY TAX - P/R 8-2 |
| 016630 | 00613 | CITY OF ELWOOD NON-REV | 776.92 | 20-AUG-97 | HEALTH INS. - STEWART,FOOTS- |
| 016631 | 00614 | MADISON COUNTY SCHOOL | 1401.88 | 20-AUG-97 | CREDIT UNION DEDUCTIONS - P/ |
| 016632 | 00615 | INDIANA DEFERRED COMPE | 215.00 | 20-AUG-97 | ANNUITY DEDUCTIONS - P/R 8-2 |
| 016633 | 00616 | STAR FINANCIAL BANK | 80000.00 | 19-AUG-97 | INVESTMENT - CD |
| 016634 | 00617 | BON PRINTING | 59.45 | 19-AUG-97 | PAPER - DISTRICT MEETING |
| 016635 | 00618 | POSTMASTER | 358.00 | 19-AUG-97 | POSTAGE METER |
| XXXX | 00619 | STEARNS QUALITY PRINT | -44.75 | 19-AUG-97 | DUPLICATED CHECKS 16104, 161 |
| 1017 | 00620 | SUE GRUBBS | 250.00 | 27-AUG-97 | HARPIST/ENTERTAINMENT HAZELB |
| YXX | 00621 | EFTPS | 3051.91 | 30-AUG-97 | ELECTRONIC TRANS. OF TAXES |
| --TOTAL-- | | | 103024.42 | | |
| -CURRENT EXPENDITURES- | | | | | |
| PAYROLL | 00670 | PAYROLL DEDUCTIONS | -4803.93 | 03-SEP-97 | CHECKS 004587-004609 |
| XXX | 00623 | EFTPS | 3139.63 | 03-SEP-97 | ELECTRONIC FILING - TAXES |
| | 00672 | GTE NORTH INDIANA OPERATIONS | 203.86 | 10-SEP-97 | TELE. - FRANKTON |
| | 00671 | BAKER & TAYLOR BOOKS | 3424.91 | 10-SEP-97 | BOOKS - ELWOOD, FRANK., SUMM. |
| | 00626 | AMERITECH | 214.04 | 10-SEP-97 | TELEPHONE - ELWOOD |
| | 00627 | AUDIO VISUAL COMMUNICATIONS | 99.00 | 10-SEP-97 | SERV. AGREE. - SEPT. |
| | 00628 | BRENDA GIBSON | 11.95 | 10-SEP-97 | REFUND - PD.FOR BOOK, THEN F |
| | 00629 | BARBARA MCADAMS | 24.50 | 10-SEP-97 | MILEAGE |
| | 00630 | BETTER BOOKS COMPANY | 66.49 | 10-SEP-97 | VIDEO - SUMMITVILLE |
| | 00631 | BOILER & PRESSURE VESSEL DIV | 12.00 | 10-SEP-97 | INSPECT. CAST IRON BOILER |
| | 00632 | BRODERBUND SOFTWARE | 203.99 | 10-SEP-97 | CD'S - GENEALOGY |
| | 00633 | CITY WATER & SEWAGE DEPT. | 126.34 | 10-SEP-97 | WATER - ELWOOD |
| | 00634 | CIRCUS HALL OF FAME | 79.90 | 10-SEP-97 | BOOK - ELWOOD |
| | 00635 | ELWOOD PUBLISHING COMPANY IN | 153.91 | 10-SEP-97 | AD, SUBSCRIPTION/FRANKTON |
| | 00636 | EDWARDS ELECTRICAL & MECHANI | 387.00 | 10-SEP-97 | MAINTENANCE - FURNACE |
| | 00637 | GALE RESEARCH | 139.62 | 10-SEP-97 | BOOKS - ELWOOD |
| | 00638 | GAYLORD BROS. | 307.59 | 10-SEP-97 | SUPPLIES - DATE PLATE |
| | 00639 | GENEALOGICAL PUBLISHING CO., | 110.14 | 10-SEP-97 | GENEALOGY BOOKS |
| | 00640 | GROLIER EDUCATIONAL CORP. | 897.82 | 10-SEP-97 | BOOKS - ELWOOD |
| | 00641 | HORTON'S & SONS OF ELWOOD | 98.64 | 10-SEP-97 | SUPPLIES |
| | 00642 | INDIANA GAS COMPANY | 90.32 | 10-SEP-97 | GAS - ELWOOD, FRANK. |
| | 00643 | INDYNET | 15.00 | 10-SEP-97 | MONTHLY FEE - INTERNET |
| | 00644 | INGRAM DISTRIBUTION GROUP IN | 291.67 | 10-SEP-97 | BOOKS - REH SUMMITVILLE |
| | 00645 | JANE A. BECKLEY | 2000.00 | 10-SEP-97 | LEASE PHT. - OCTOBER |
| | 00646 | K MART | 340.47 | 10-SEP-97 | VIDEOS, SUPPLIES, ELWOOD, SU |

EXPENDITURES TO BE ALLOWED
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 10 SEP 97

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|----------------------|------------|------------------------------|
| | 00647 | KEYSTAR SYSTEMS | 111.05 | 10-SEP-97 | READER/PRINTER PAPER |
| | 00648 | KATHY L HARRIS | 74.75 | 10-SEP-97 | MILEAGE |
| | 00649 | LEISURE ARTS | 19.44 | 10-SEP-97 | BOOK - FRANKTON |
| | 00650 | LEWIS JONES PLUMBING, HEATIN | 120.00 | 10-SEP-97 | PLUMBING |
| | 00651 | MR. FAX | 80.34 | 10-SEP-97 | FAX PAPER - ELWOOD |
| | 00652 | LINDA KEMPER | 21.00 | 10-SEP-97 | MILEAGE |
| | 00653 | HANIFOLD REFUSE, INC. | 41.00 | 10-SEP-97 | TRASH SERVICE FOR FRANKTON |
| | 00654 | MATT SMITH | 50.00 | 10-SEP-97 | MOVING - 5 X \$10.00 |
| | 00655 | LIBRARY STORE INC., THE | 67.90 | 10-SEP-97 | BOOK PROCESSING SUPPLIES |
| | 00666 | UPSTART | 89.49 | 10-SEP-97 | SUPPLIES |
| | 00657 | MIDWEST TAPE | 493.80 | 10-SEP-97 | VIDEOS - ELWOOD, FRANKTON |
| | 00658 | OXMOOR HOUSE | 14.44 | 10-SEP-97 | BOOK - FRANKTON |
| PAYROLL | 00669 | PAYROLL | 11849.07 | 03-SEP-97 | CHECKS 004587-004609 |
| | 00660 | TOWN OF FRANKTON | 100.16 | 10-SEP-97 | WATER, ELEC. - FRANKTON |
| | 00668 | INDIANAPOLIS NEWSPAPERS INC. | 73.80 | 10-SEP-97 | SUBSCRIPTION - THEU 9-19-98 |
| | 00667 | AT&T | 13.04 | 10-SEP-97 | TELE. - ELWOOD |
| | 00663 | UNIVERSITY BOOK SERVICE | 385.52 | 10-SEP-97 | BOOKS - YA & CHILDREN'S |
| | 00664 | UNITOG RENTAL SERVICES | 70.20 | 10-SEP-97 | CLEANING SUPPLIES |
| | 00665 | UNIVERSITY MICROFILMS INTERN | 126.44 | 10-SEP-97 | MICROFILM ELWOOD CALL-LEADER |
| | 1018 | HY COUNTRY STORE | 369.00 | 10-SEP-97 | WREATH - REH LIBRARY |
| | 1019 | S & J FOUR SEASONS AWARD CO. | 175.00 | 10-SEP-97 | ENGRAVED PLAQUE |
| | 1120 | TRACI RODARTE - FLOUR BOX | 150.00 | 10-SEP-97 | RECEPTION CAKE |
| | 1121 | TRI-COUNTY BUILDERS SUPPLY | 910.00 | 10-SEP-97 | BRICK PROJECT PAYMENT |
| | 016637 | BARBARA MCADAMS | 49.52 | 03-SEP-97 | PETTY CASH REIMBURSEMENT |
| | 016638 | MADISON COUNTY SCHOOL EMPLOY | 1396.49 | 03-SEP-97 | CREDIT UNION DEDUCT.-P/R 9-3 |
| | 016639 | INDIANA DEFERRED COMPENSATIO | 215.00 | 03-SEP-97 | ANNUITY DEDUCTIONS - P/E 9-3 |
| --TOTAL-- | | | 24701.31 | | |
| | | | ----- | | |
| | | | PRIOR MONTH TOTALS | 103024.42 | |
| | | | CURRENT MONTH TOTALS | 24701.31 | |
| | | | ----- | | |
| | | | GRAND TOTALS | 127725.73 | |

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 2 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 127725.73. DATED 10-SEPT-97.

Sharan Pace

Barbara Abernathy

Beverly Austin

Samela Bollander

Linda Anglin

ALEXANDRIA-MONROE PUBLIC LIBRARY COMPUTER USE POLICY

It is the policy of the Alexandria-Monroe Public Library to maintain access for the community to local, national and international sources of information and to provide an atmosphere that encourages access to knowledge and the sharing of information.

It is the policy of the Alexandria-Monroe Public Library that information resources will be used by members of the community with respect for the public trust and in accordance with policy and regulations established from time to time by the Alexandria-Monroe Public Library Board of Trustees and Administration.

INTERNET DISCLAIMER

The Internet, as an information resource, enables the library to provide information beyond the confines of its own collections. It allows access to ideas, information, and commentary from around the globe and a vast array of tools and resources for different age levels and points-of-view. The library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet.

Internet resources may contain material of a controversial nature. Selection policies, which serve to govern the library's purchase of materials, are not applicable to material accessed electronically. Users are hereby notified that they are responsible for the access points they reach. Parents of minor children must assume responsibility for their children's use of or exposure to the Internet through the library's connection.

REGULATIONS

The Alexandria-Monroe Public Library strives to provide Internet users the widest possible freedom of expression. However, because this is an on-line community, basic standards have been set to build a positive environment.

Illegal or improper activities that are not allowed include, but are not limited to, the following:

violating copyright restrictions.

violating or conspiring to violate any federal, state or local laws,

conducting illicit transactions.

using library computing resources to illegally access other computer systems,

uploading or downloading any material onto or from media brought from outside the library,

accessing or transmitting pornographic, obscene, or sexually explicit material and language,

accessing and using chat rooms and recreational games, vandalizing or damaging the library's equipment or software,

violating computer security by unauthorized use of computer accounts, access codes, or network identification numbers,

harassing, libeling, slandering or violating the privacy of other persons or parties,

attempting to gain unauthorized access to any computing information, or communications devices or resources,

violating software license agreements; network usage policies and regulations, and

disrupting or monitoring without authorization electronic communications.

A user whose conduct violates federal, state or local laws will be prosecuted to the full extent of the law. The Alexandria-Monroe Public Library will cooperate with the proper authorities in the investigation of illegal activities.

Failure to adhere to any of the above mentioned restrictions may result in revocation of Internet use privileges at the library.

The library will not be responsible for unauthorized financial obligations resulting from library-provided access to the Internet.

Families should be aware that some material via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. In addition it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a patron or a patron's parent or guardian would be liable.

USE OF INTERNET WORKSTATIONS

The demand for use of the library's Internet workstations may exceed the available supply. Therefore, it is necessary to manage Internet access fairly and equitably so that all patrons will have an opportunity to use the resource.

Library personnel are therefore authorized to employ whatever reasonable methods he or she deems appropriate in order to ensure that access to Internet workstations is available to all patrons who wish to use them.

Examples of methods that might be employed include, but are not necessarily limited to:

1. Establishing time limits and using sign-up sheets to reserve time on Internet workstations.
2. Asking a patron to relinquish a workstation when, in the judgment of the staff members on duty, the patron has had a fair opportunity to use the workstation and other patrons are waiting to use it.
3. Asking a patron to relinquish a workstation temporarily when, in the judgment of the staff members on duty, another patron or staff member has a more critical need to use the workstation.
4. Asking a patron to relinquish a workstation when, in the judgment of the staff member on duty, that patron has used a computer resource for any of the above-stated unacceptable purposes or has otherwise violated any portion of this policy.

The library wishes to make the Internet and all computer resources available to anyone who respects the rights and property of others. The library must also be mindful and respectful of the rights of other patrons (particularly children) not to be inadvertently exposed to material and images they (or their parents) may find personally unsuitable. In fact, the library is obligated to comply with federal law regarding the use of computer resources in the prevention of exposure to certain explicit images and material.

Therefore, staff members will request that a patron remove such an image or text from an Internet workstation screen if, in the staff member's judgment, the image or text is displayed in such a way that other patrons, particularly children, are exposed to or cannot reasonably avoid viewing it in the course of carrying out their business in the library.

Library computer workstations may not be used by anyone to view sexually explicit material that appeals to the prurient interest.

Any library staff member who observes a person viewing such material will direct that person to remove the material from the computer screen and refrain from viewing such material in the future. Any person who refuses to comply with these directions will be asked to leave the library premises. Law enforcement personnel may be called to enforce compliance with such a request.

The library staff will provide limited assistance for basic start up procedures. Patrons must not expect the staff to provide extensive training on Internet use.

Library staff are, of course, responsible for assisting patrons with Internet service, but staff may not use the Internet for any personal reasons during work hours. Personal searches should be conducted during lunch time or on time the employee is off.

Staff members, board members, and their families are subject to the same privileges and restrictions of Internet use as the general public.

INTERNET PARENTAL PERMISSION FORM

Parents/Guardians of children under the age of 18 years must assume responsibility for their children's use of the Internet through the Alexandria-Monroe Public Library's workstations. As with other library materials, restrictions of a minor's access to the Internet is the responsibility of the parent or legal guardian. Therefore, in the best interest of the minor and the library, we ask that parents/guardians sign this Internet Parental Permission form which will be kept at the library and will allow the minor to access the Internet.

Dear Parent/Guardian:

The use of information provided by the Internet is expected to have a positive impact on the amount of information we can provide for minors.

It is important that you as parents/guardians understand that the Internet provides access to computers all over the world. Because of that access, and the fact that no one can control the content of the contributions to this network, you need to be aware of the existence of some materials that might be offensive.

We encourage the parent/guardian to actively participate in the information enrichment experience that Internet access will provide for your child.

It is important that the parent/guardian read and understand the Alexandria-Monroe Public Library Computer Use Policy and explain these rules to your children.

Child's Name

Parent's/Guardian's Signature

Date

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
JOB DESCRIPTION

POSITION: Director

REPORTS TO: Board of Trustees

EDUCATION: Accredited Masters degree in Library Science.(MLS) or equivalent experience

EXPERIENCE: Three to five years library experience, Indiana State certification - Librarian II or above

SKILLS: Working knowledge of general librarianship, knowledge of Indiana Library Financial Accounting and Budgetary Procedures, knowledge of the Library Laws of the State of Indiana, good oral and written communication skills, knowledge of computers and automated library systems desirable.

SUPERVISES: Department heads, bookkeeper and custodians

DUTIES: The Director is responsible for the overall functioning of the Library System. To this end, the following duties are listed. Note that the job description of the Director does not contain a job compensation component. The hours required are 8:30 a.m. to 4:30 p.m. Monday through Friday. In addition, attendance is required at all Board meetings or other meetings designated by the Board to fulfill library obligations and meet library and community needs and concerns.

I. Administrative:

- Responsible for the supervision of all library personnel
- Involvement with branch libraries including visiting on regular basis and being involved with branch communities.,
- Attends all Board meetings and other necessary meetings when so directed by the Board
- Informs Board of personnel changes
- Has positive management/staff relations
- Proposed for Board adoption, fair and equitable policies for staff and fairly administers these policies
- If grievances filed, nature and decisions presented to Board
- Produces annual written report and any other report necessary pertaining to library personnel at first meeting in January
- Produces annual written report pertaining to the library and customer activities at first meeting in January
- With Board President, prepares Board meeting agenda and materials

Implements and coordinates policies of the library as set forth by the Board
Prepares materials for and keeps Board and staff informed of the activities of various local, regional and state library organizations and activities
Prepares necessary statistical reports for the Board and the Indiana State Library

2. Public Relations

Responsible for serving as a spokesperson and representative for the Library to the news media
Explains library policy and procedure to staff and customers as needed
Functions within the community as the Library's representative by giving speeches as needed and serving with various community organizations including branch communities.
Participates in local, regional and state library organizations

3. Planning

Responsible for evaluation current Library services and facilities and recommending changes to the Board and staff

4. Fiscal Responsibility

Presents Board with accurate monthly fiscal reports detailing current and YTD expenditures and income, YTD appropriation levels and current fund balances and investments.
Ensures accounting procedures meet the standards of the State Board of Accounts
Gathers the necessary information, and in cooperation with the Board and the bookkeeper prepares the library's annual budget and its accompanying documents. This includes appearing before the necessary State authorities charged with reviewing the budget
Makes sure budget covers all necessary expenses and funds allocated or reserved for unanticipated contingencies are available

5. Staff

There is a clear separation of professional and clerical tasks for staff guidance
Peak service hours are identified and staff deployed accordingly
Functions analyzed periodically with the objectives of combining, eliminating and/or creating new positions
Potential managers are identified, encouraged to develop and assisted in their development
Internal candidates for promotion compete with outside candidates for management

positions

The director adequately justifies the need for staff development funds, actively campaigns for such funds, and adequately accounts for the use of such funds

6. Planning

Responsible for evaluating current library services and facilities and recommending changes to the Board and staff

Director's short and long range plans reflect Board priorities.

Director's accomplishments reflect and relate to planning.

Plans are flexible enough to allow for unforeseen circumstances

Director provides adequate information to Board on the implementation, revision, etc., of short and long range plans

7. Maintenance and Construction of Physical Plants

Buildings and grounds adequately maintained

Director has ongoing program that provides adequate information on the need for new and/or remodeled facilities

New and/or remodeled facilities constructed within budget allocations

MARCUSON'S MEMORIALS
R.R. 3, BOX 322
ELWOOD, IN 46036

317-552-3282

Aug 6, 1997

BARRE

granite

48" x 10" x 40"

all polished

delivered and set

\$ 2611⁰⁰

Mohrnie Marcuson

Both sides? No - only one

ELWOOD
PUBLIC
LIBRARY



Sizelove Construction, Inc.

1820 SO. P STREET ELWOOD, IN 46036
(317) 552-9711

August 13, 1997

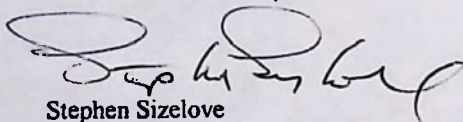
Board of Trustees
North Madison Public Library System
124 N. 16th Street
Elwood, Indiana 46036-1598

RE: **Library sign**
Elwood Public Library

The following sketches for the exterior library sign using stone sign w/carved lettering and brick construction . Both signs are doubled faced w/exterior ground type lighting.

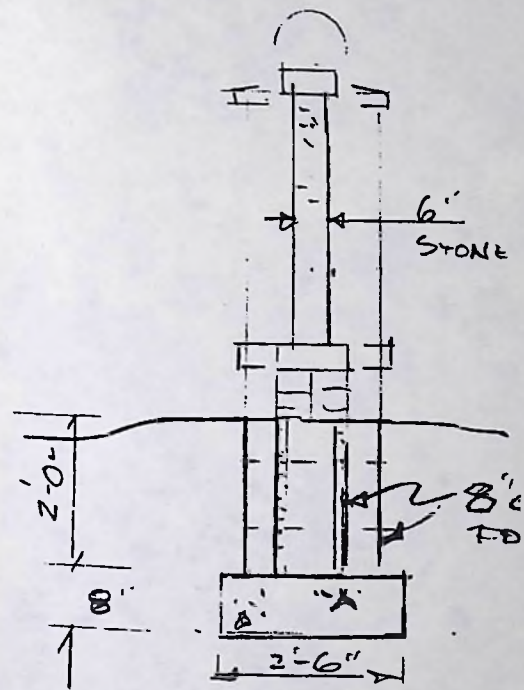
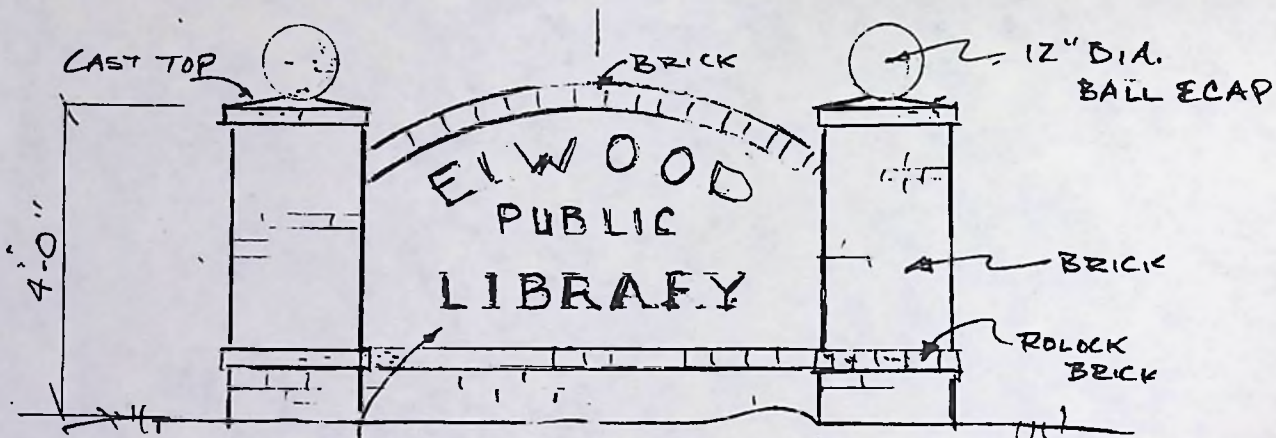
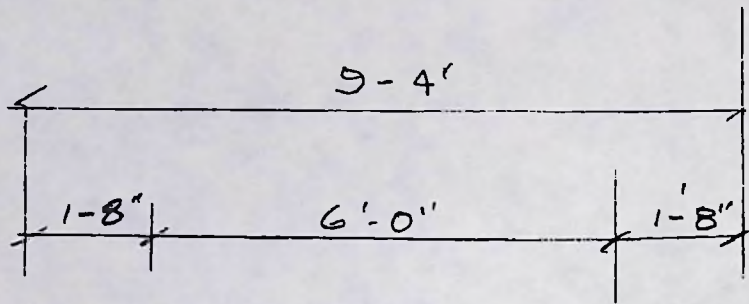
| | | | |
|----------------------|----------------|----------------------|----------------|
| SIGN # 1 | | SIGN # 2 | |
| Masonry | \$2,600 | Masonry | \$3,200 |
| Signage | \$2,400 | Signage | \$3,650 |
| Electrical | \$1,100 | Electrical | \$1,100 |
| Insulation & Drawing | \$1,750 | Insulation & Drawing | \$1,900 |
| Total | \$7,850 | Total | \$9,850 |

Sincerely,
Sizelove Construction, Inc.



Stephen Sizelove

SS/mab



both sides
\$9,850
includes lights

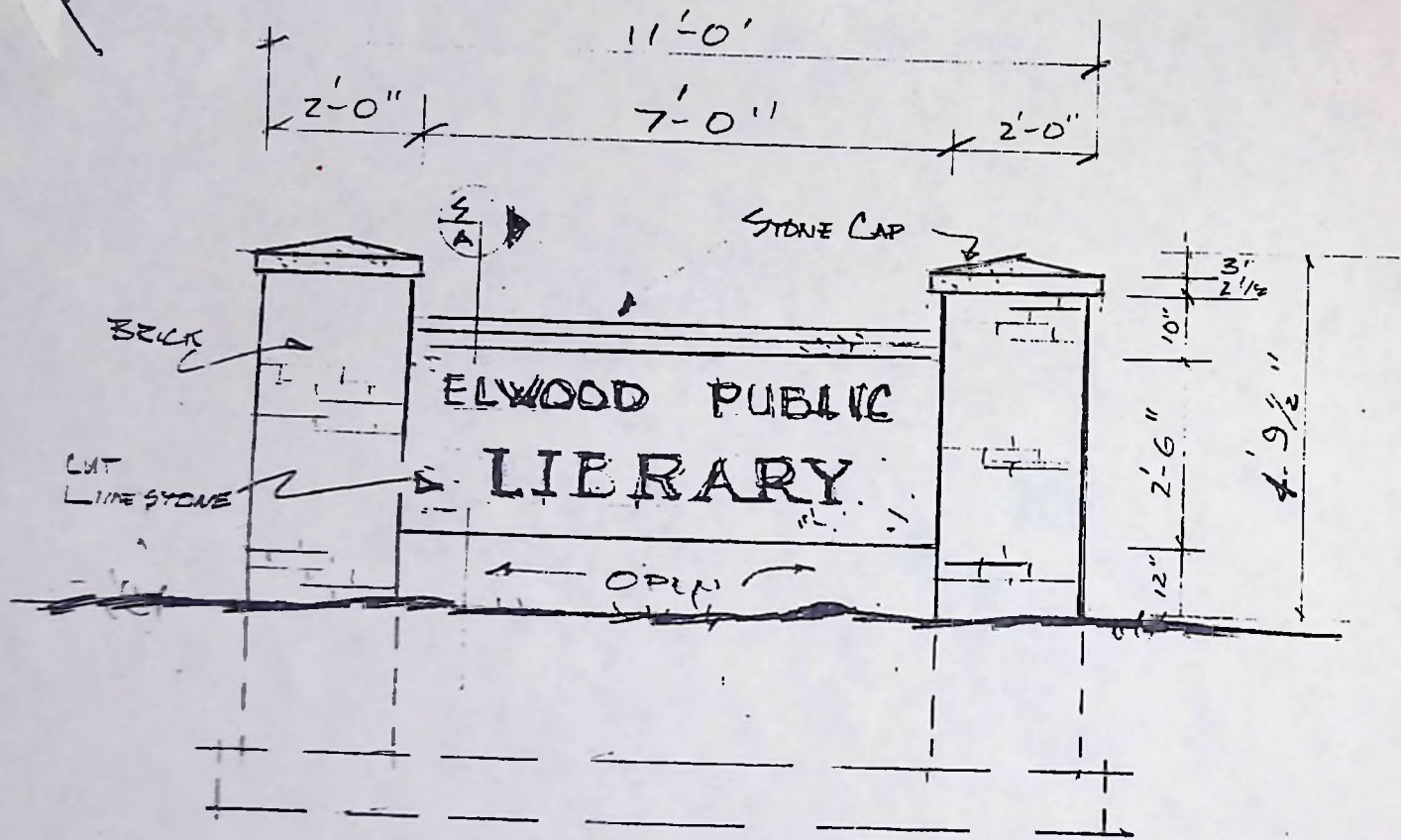
CONC.
FTG.

(B)

SIGN TYPE 2

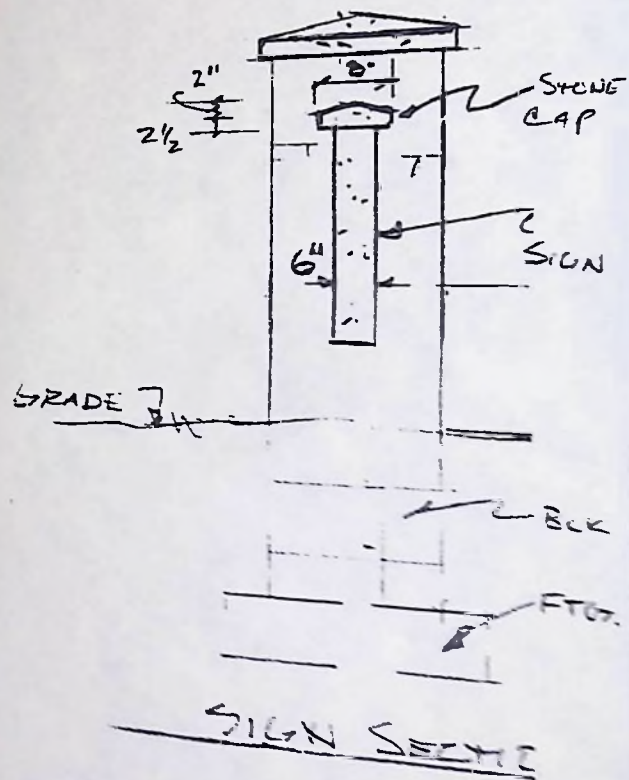
SCALE 1/2" = 1'-0"

SECTION B



SIGN TYPE 1

SCALE 1/2" = 1'-0"



SIGN SECTION

#-1,850 - Side

Includes lights

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

REMINDER: MONDAY, OCTOBER 6, 1997 AT 6:00 - 7:00PM THERE IS A
COMMITTEE MEETING FOR DIRECTOR'S EVALUATION.

BOARD OF TRUSTEES
EXECUTIVE MEETING
October 8, 1997
6:30PM

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

- A. Purchase or Lease of Real Property
 - 1. Bond Fund Balance (Purchases)
 - 2. Simplex Proposal
(I.C.5-14-1.5-6-(B) (2) (d))
- B. Real or Personal Property - Memorial Benches
(IC 20-14-3-4-(b))
- C. Personnel
(IC 5-14-1.5-6-(b) (6))

BOARD OF TRUSTEES
Regular Meeting for Business
ELWOOD PUBLIC LIBRARY
AGENDA
October 8, 1997
7:00PM

CALL TO ORDER
CALL FOR QUORUM
MINUTES

CLAIMS REGISTER

OLD BUSINESS

- A. Gift Policy Draft
- B. Outdoor Sign
- C. Internet Access

NEW BUSINESS

- A. Building Reports
 - 1. Elwood - Simplex Proposal
 - 2. Frankton
 - 3. Summitville
- B. Transfer or Sale of Stock
- C. Long Range Plan + Integrated Technology Plan
- D. NAEP
- E. Centennial Erick Sale

Put
DIRECTOR'S REPORT
ADJOURN

North Madison County Public Library System

North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

BOARD OF TRUSTEES
EXECUTIVE MTG.
October 8, 1997
6:30pm

CALL TO ORDER

Beverly Austin called an executive meeting to order at 6:30pm in the meeting room of the Elwood Public Library on October 8, 1997.

CALL FOR QUORUM

Other board members present were: Barbara Abernathy, Linda Sizelove, Sharan Pace, and Jerry Kaiser.

BUSINESS

Director's evaluation was discussed.

Mr. Roger Hare, Edward Jones & Co., Tipton, In. was present to speak to the board about the Snyder inheritance. The library has been given 36 shares of stock from U.S. Steel in the amount of approximately \$1400-\$1500. Mr. Hare gave some investment options to the library board.

Sharan Pace
Jerry Kaiser

Barbara Abernathy Sec'y
Barbara Abernathy, Sec'y.
Beverly J. Austin

| | |
|---------|-----------------------|
| Date | # of pages |
| From | Jan Nilpeling |
| Co. | Elwood Public Library |
| Phone # | |
| Fax # | 552-0955 |

| | | | | |
|------------------|----------------|---------|---------------|------------|
| Post-It Fax Note | 7671 | Date | 10/3/97 | # of pages |
| To | Brian Hamilton | From | Jan Nilpeling | |
| Co./Dept. | | Co. | | |
| Phone # | 552-3355 | Phone # | 552-5001 | |
| Fax # | 552-3358 | Fax # | 552-0955 | |

NORTH MADISON COUNTRY PUBLIC LIBRARY SYSTEM
MONTHLY STASTICS

Agenda
BOARD OF TRUSTTES
EXECUTIVE MEETING
October 8, 1997
6:30PM

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

- A. Purchase or Lease of Real Property
 - 1. Simplex Proposal
(I.C.5-14-1.5-6-(B) (2) (d))
- B. Real or Personal Property
(IC 20-14-3-4-(b))
- C. Personnel
(IC 5-14-1.5-6-(b) (6))

BOARD OF TRUSTEES
Regular Meeting for Business
ELWOOD PUBLIC LIBRARY
AGENDA
October 8, 1997
7:00PM

CALL TO ORDER
CALL FOR QUORUM
MINUTES

CLAIMS REGISTER

OLD BUSINESS

- A. Gift Policy Draft
- B. Outdoor Sign
- C. Internet Access

NEW BUSINESS

- A. Building Reports
 - 1. Elwood - Simplex Proposal
 - 2. Frankton
 - 3. Summitville
- B. Transfer or Sale of Stock
- C. Long Range Plan + Integrated Technology Plan
- D. NAEIR
- E. Centennial Brick Sale

DIRECTOR'S REPORT
ADJOURN

| | SEP. 1996 | SEP. 1997 | AMOUNT CHANGE | %OF PERCENT | YTD |
|---------------|--------------|--------------|---------------|-------------|---------------|
| ELWOOD | | | | | |
| ADU | 2684 | 3133 | +449 | +17% | 29894 |
| JUV | 2195 | 2617 | +422 | +19% | 22160 |
| YA | 0 | 172 | +172 | +100% | 1982 |
| PER | 332 | 338 | +6 | +2% | 3266 |
| AUD | 121 | 224 | +103 | +85% | 1888 |
| VID | 1484 | 1820 | +336 | +23% | 19773 |
| TOTAL | 6816 | 8304 | +1488 | +22% | 78683 |
| F*TON | | | | | |
| ADU | 1065 | 1133 | +68 | +6% | 10437 |
| JUV | 567 | 661 | +94 | +16% | 6021 |
| PER | 194 | 186 | -8 | -4% | 1985 |
| AUD | 39 | 2 | -37 | -95% | 63 |
| VID | 731 | 756 | +25 | +3% | 8516 |
| TOTAL | 2596 | 2738 | +142 | +5% | 27022 |
| H*BAK | | | | | |
| ADU | 565 | 784 | +223 | +39% | 5966 |
| JUV | 441 | 649 | +208 | +32% | 4419 |
| PER | 113 | 146 | +33 | +29% | 993 |
| AUD | 1 | 7 | +6 | +60% | 45 |
| VID | 446 | 479 | +33 | +7% | 4289 |
| TOTAL | 1566 | 2069 | +503 | +32% | 15710 |
| SYSTEM | | | | | |
| AUD | 4314 | 5054 | +740 | +17% | 46261 |
| JUV | 3203 | 3927 | +724 | +23% | 32600 |
| YA | 0 | 172 | +172 | +100% | 1982 |
| PER | 639 | 670 | +31 | +5% | 6242 |
| AUD | 161 | 233 | +72 | +45% | 1996 |
| VID | 2661 | 3055 | +394 | +15% | 32578 |
| TOTAL | 10978 | 13111 | +2133 | +19% | 121659 |

REFERENCE (ELWOOD ONLY) 129
 PATRON ASST. (ELWOOD ONLY) 255
 COMPUTER USAGE (ELWOOD ONLY) ADULT 88 CHILDRENS 100
 PEOPLE 7671

| PROGRAMS | ELWOOD | F*TON | H*BAK |
|----------|--------|-------|-------|
| NO. OF | 8 | 0 | 9 |
| ATTN. | 89 | 0 | 255 |

Simplex Time Recorder

8431 Georgetown Rd, Suite 600

Indianapolis, IN 46268

Service Phone Number: (317) 872-1552

Sales Phone Number: (317) 872-1565

Fax Cover Sheet

DATE: October 1, 1997 **TIME:** 4:08 PM

TO: Kathi Wittkamper **PHONE:** 765-552-5001
Elwood Library **FAX:** 765-552-0955

FROM: Philip S. Newhouse **PHONE:** 317-872-1552
Service Sales Rep. **FAX:** 317-872-5398

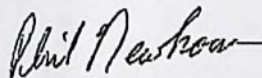
RE: Central Station Monitoring

CC:

Number of pages including cover sheet: 3**Message**

Kathi,

This is the information we discussed. I can give you a \$100 credit for the Ademco Dialer, as indicated on the quote. If you have any questions, please let me know. Thank You.





8431 Georgetown Road
Suite 600
Indianapolis, IN 46268
Sales (317) 872-1565
Service (317) 872-1552
Fax (317) 872-5398

10-01-97

North Madison County Public Library System
1600 Main Street
Elwood, IN 46036-2023
Attn: Kathi Witkamper
Phone: 765-552-5001

Dear Kathi,

This letter is a follow-up to the information we discussed at our meeting on October 1, 1997. The quote accompanying this letter is for the complete installation of a Digital Alarm Communicating Transmitter (DACT). The price also includes the first year of monitoring by the Simplex Central Station. You have the option of trading in the Ademco Dialer you currently own for a credit of \$100.00. The total cost for this conversion, with the trade-in, is \$750.00. The only additional cost to you would be for the installation of 2 - RJ31X phone jacks, to be installed by your local phone service provider at your request. The annual fee for the central station monitoring, after the first year, will be \$336.00.

Central station monitoring will provide you with many benefits versus the use of the Ademco dialer. DACT's are UL listed for the purpose of monitoring fire alarm equipment. The communicator will self test to the central station once every 24 hours. This ensures the integrity of the communicator and the phone lines on a daily basis. If the central station fails to receive the programmed self test, notification is made to the local Simplex office and persons designated by you to be on a contact list with the central station. This allows you to correct any problems immediately and maintain your system in proper working order. The Ademco dialer you currently have is not UL listed and is not capable of any type of self test. There is never any way to know if the dialer will function properly.

The fire alarm maintenance agreement we discussed provides testing as required by Indiana State Fire Code. The agreement also includes extended warranty coverage on the fire alarm system control panel and service call labor during normal business hours. After hours service calls will be billed at the regular Simplex hourly rate with no minimum. These calls would normally be billed at single overtime or double overtime rates with a 3 hour minimum. The contract does not include extended warranty coverage on the peripheral devices (smoke detectors, pull stations, etc.). This type of coverage is not normally cost effective and I do not recommend it. It is available upon request if you desired that option.

Contracts are renewable on an annual basis. Letters are sent out prior to the renewal date requesting approval for renewal before any billing takes place.

If you have any questions concerning the information in the quote or this letter, please contact me at any time.

Thank You.

Sincerely,

A handwritten signature in cursive script that reads 'Philip S. Newhouse'.

Philip S. Newhouse
Service Sales Representative
Simplex Time Recorder



QUOTATION

NO. PN029

Simplex Time Recorder Co.
Simplex Plaza
Gardner, Massachusetts 01441 U.S.A.

8431 GEORGETOWN ROAD, SUITE 600, INDIANAPOLIS, IN 46268

BRANCH OFFICE ADDRESS

317-872-1565

TELEPHONE NUMBER

October 1, 1997

DATE

| TO | PROJECT |
|---|-------------------------------|
| Elwood Public Library 1600 Main Street Elwood, IN 46036 Attention Kathi Wittkamper | Central Station Monitoring |

Prices are for equipment as listed only, F.O.B. the Company's factory, Gardner, Massachusetts, unless otherwise specified herein. Wiring diagrams and instructions for installation included when necessary or upon request.

Because of conditions beyond our control, this quotation is effective only for a period of THIRTY DAYS from the date above

Taxes now in effect or if and when levied on any sale based on this quotation must be added to the price, unless specifically provided for in the quotation. Deliveries are subject to all causes beyond our control, of whatever nature, and also in addition subject to strikes, accidents, and failure of raw material supplies

TERMS — Thirty days net from date of invoice. No cash discounts for prepayment. Any order based on this quotation shall be subject to approval and acceptance by the Simplex Time Recorder Co., Gardner, Massachusetts.

Quotation includes supervision of final connections, test of system, and instructions to owner

ELECTRONIC SYSTEM EQUIPMENT. Any electronic signal control and generating equipment specified herein is based upon the information furnished to Simplex as to the stipulated electrical load, service and distribution system as exists or is planned at time of sale of this equipment, and is not based upon the number of signal receiving units unless specified herein in writing. Accordingly, any number of additional Simplex units may be added in the future with no increase in Simplex control or generating equipment. However, if the electrical service or distribution system is substantially altered, or the electrical load is substantially increased, or if (1) power factor correction capacitors, (2) mercury arc rectifiers or other source of interference, (3) one or three lamp fluorescent high power factor ballasts are added, it is possible that an alteration of or additional Simplex signal generating equipment may be required, and at your request an estimate of the cost of such alterations or additions, if any, will be submitted for your approval

Simplex Time Recorder Company is pleased to quote the following equipment for the above mentioned project for the sum of: \$850.00 or \$750.00 with trade in credit for the Ademco Dialer

The above price includes all material, wire, labor and conduit to make a complete installation.

This price also includes a one year warranty on all equipment and labor.

All equipment F.O.B. Gardner, Massachusetts full freight allowed.

The Owner is responsible for contacting their telephone service provider to have 2 RJ31X phone jacks installed within three feet (3ft) of the fire panel.

Respectfully submitted,

Phil Newhouse
 Service Sales Representative

slh\PN029

September 24, 1997

Simplex
8431 Georgetown Road
Indianapolis, Indiana 46268

Attention: Phil Newhouse

Reference: Fire Protection
Sprinkler Inspection
Elwood Public Library
Elwood, Indiana

Dear Mr. Newhouse,

Grunau Company Of Indiana, LLC is pleased to provide the following quotation for the above referenced project.

Provide labor to perform quarterly sprinkler inspections on (1) wet pipe sprinkler system and (1) dry pipe sprinkler system.

For the sum of: **NINE HUNDRED EIGHTY DOLLARS (\$980.00)**

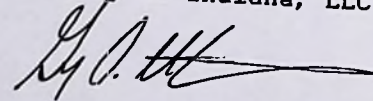
A breakdown is as follows:

1. Quarterly main drain test (Visits #1 thru #4).
2. Quarterly alarm test (Visits #1 thru #4).
3. Annual dry pipe valve trip test (Visit #4).
4. Set dry pipe valve back in trip position (Visit #4).
5. Drain drum drip low points (Visit #4).
6. Check appearance of sprinkler system (Visits #1 thru #4).

Necessary repairs are not covered under this proposal and may be provided, subject to the owners approval.

Thank you for the opportunity to provide our services, and if you should have any questions please feel free to contact our office.

Sincerely,
Grunau Company Of Indiana, LLC



Greg A. Wittman
Sales Engineer

4341
Indiar
FAX

Proposal No. 331 - H - 139
Date September 23, 1997
Customer No. 331 - 00619953



By and Between Simplex Time Recorder and Elwood Public Library
8431 Georgetown Rd. 1600 Main Street
Suite 600 Elwood, IN 46036-5001
Indianapolis, IN 46268 Attn: Kathi Wittkamper
(317) 872-1565 Phone: 765-552-5001
(317) 872-5398 FAX#

Services will be provided at the following location(s): **Same address as above**

Simplex shall perform according to the terms and conditions on the pages that are attached and listed below:

- Type of Service: **Life Safety Service Agreement**
- 1-100% Annual System Test and Inspections
 - Smoke Detector Cleaning/ Sensitivity Testing
 - Standard Emergency Service/ Panel Parts Coverage
 - Complete Documentation and Recommendations
 - Other Services Included in this Agreement (See "Special Provisions" pages for details)

Price: **All for the total annual sum of:
Seven Eighty-eight Dollars (\$ 788.00)**

Special Instructions:

The Customer agrees to purchase, and Simplex agrees to provide the services identified in this Agreement subject to management approval and continuance of credit approval by Simplex. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on Simplex unless made in writing and signed by an officer or authorized manager of Simplex. The terms on the reverse side are part of this Agreement, and are hereby accepted by the undersigned.

Simplex Time Recorder Co.
By Phil Newhouse
Title Service Sales Representative
Approved For Simplex
By Dean Gallam
Title Branch Service Manager

Customer
By _____
Title _____
Date _____
P.O. Number _____

Service
That's
Always
A Step
Ahead.

Terms and Conditions

General Provisions

All services under this Agreement will be performed during the normal working hours of Simplex's normal working days unless specifically outlined as a special provision to the Agreement.

The Customer will promptly notify Simplex of any malfunction in the system(s) which comes to the Customer's attention.

It is agreed that, in providing the system or services included in this Agreement, Simplex is not an insurer, and does not guarantee that no damage or injury to persons or property will occur.

In the event that the system or any equipment or component thereof is altered, modified, changed, or moved, this Agreement may be immediately terminated at Simplex's option.

*Simplex refers to Simplex Time Recorder Co., a Massachusetts Corporation with Headquarters in Gardner.

Customer Responsibilities

Customer agrees:

to provide free access to the equipment;

to provide necessary equipment to reach inaccessible equipment and peripheral devices;

to supply suitable electrical service; and

that in the event of an emergency or system failure, reasonable safety precautions will be taken to protect life and property during the period of time from when Simplex is first notified of the emergency or failure and until such time as Simplex notifies the Customer that the system is operational or the emergency has cleared.

Simplex Responsibilities

Simplex will maintain the System in good working order in accordance with the highest standards of workmanship. This includes, where applicable, the adjustment and replacement of serviceable parts in the control unit and panels.

Payments

Payment terms are net cash upon receipt of invoice. All payments for ongoing service will be made in advance of the period during which service is performed.

Customer agrees to pay all taxes including state or local sales or excise taxes however designated, levied or based on the service charges pursuant to this Agreement.

Term of Agreement

The term of Agreement will begin on the date indicated for a term of one year and continue from year to year until terminated. Either party may terminate this Agreement by giving written notice thirty (30) days prior to the anniversary date.

Warranty

OTHER THAN THE OBLIGATION OF SIMPLEX EXPRESSLY SET FORTH HEREIN, SIMPLEX DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SIMPLEX SHALL NOT BE RESPONSIBLE FOR INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES INCLUDING BUT NOT LIMITED TO DAMAGES ARISING FROM THE USE OR PERFORMANCE OF THE SYSTEM OR LOSS OF USE OF THE SYSTEM.


Force Majeure

Simplex shall not be responsible for failure to render service due to causes beyond its control including, but not limited to work stoppages, fires, civil disobedience, riots, rebellions, acts of God and similar occurrences.

Other

Simplex's responsibility for damage or injury to persons or property that may be caused by or arise through furnishing, installing, maintaining, servicing, monitoring, or performing or failing to do any of these things, or any other obligation under this Agreement will be limited to losses proximately caused by Simplex's negligence. IN NO EVENT WILL SIMPLEX BE LIABLE FOR INDIRECT, CONSEQUENTIAL, SPECIAL, SPECULATIVE, OR REMOTE DAMAGES OF ANY KIND. The Customer's sole remedy in the event of a breach of this Agreement by Simplex, which breach Simplex has failed to remedy after reasonable written notice thereof by Customer, shall be the return of the purchase price for the services.

Simplex
Gardner, Massachusetts 01441-0501 U.S.A.
1020-532-2500
http://www.simplex.com

 Simplex

ES 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Terms And Conditions

General Provisions

This Agreement assumes the system covered to be in maintainable condition. If repairs are found necessary upon initial inspection, repair charges will be submitted for approval. Should these charges be declined, those non-maintainable items will be eliminated from the program and the Agreement price adjusted accordingly.

It is understood that repair, replacement, and emergency service provisions apply only to the systems and equipment covered by this Agreement. Repair or replacement of non-maintainable parts of the system such as, but not limited to, unit cabinets, insulating material, electrical wiring, structural supports, and other non-moving parts, is not included under this Agreement.

Simplex will not reload software, nor make repairs or replacements necessitated by reason of negligence or misuse of the equipment by others, or caused by lightning, electrical storm, or other violent weather, or by any other cause beyond Simplex control except ordinary wear and tear.

This Agreement includes and incorporates all of the terms and conditions found on the reverse of the coversheet to which this rider is attached.

Emergency Service Exclusions

Emergency Service does not include travel expense, parts and labor charges required as a result of accident, fire, storm, negligence, misuse, vandalism, power failure, current fluctuations, lightning surges, failure due to non-Simplex installation, parts, service, attachments, or devices, or any other cause external to the equipment. Emergency Service will be provided within 24 hrs. of notification Monday thru Friday. All services will be provided during Simplex's normal business hours unless outlined as a special provision to the contract.

Peripheral Devices

Any additional peripheral devices, (i.e., smoke detectors, heat detectors, manual pull stations, etc.) purchased from Simplex shall be subject at the time of attachment to the system to the terms and conditions of the Agreement. Breach of this Agreement will result if, in Simplex's sole judgment, any peripheral device is attached to the system, interferes with the proper operation of the system and Customer fails to remove or replace such system components upon notice from Simplex.



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Special Provisions

THIS IS A MODIFIED FULL SERVICE AGREEMENT WITH THE FOLLOWING PROVISIONS:

1. TEST AND INSPECTION SERVICES: Under this agreement, Simplex factory trained technicians will perform 1-100% Annual inspections and functional/ diagnostic tests of panel functions, auxiliary/ monitoring functions, and all accessible peripheral devices listed and currently on-line with the facility Life Safety system. Tests will be scheduled in advance, and at the convenience of customer's staff. Simplex technicians will need the assistance from customer's staff for access to all areas of the facility in order to locate devices and ensure efficient transition between areas. (See "List of Equipment" page for equipment to be tested)

Note: If equipment or devices are out of reasonable reach, customer will need to provide safe access (i.e. Scaffolding, mechanical lift, ladders, etc.). If requested in advance, Simplex can provide this equipment for an additional cost.

CUSTOMER ASSISTED INSPECTIONS: Under this agreement provision, customer has agreed to provide at least one (1) able-bodied personnel to assist Simplex technicians for the duration of the visit. During this visit, customer's personnel will receive informal, hands-on training on basic system functions, and proper inspection procedures.

FUNCTIONAL TESTING: In accordance with NFPA 72, all accessible peripheral devices will be functionally tested. Smoke detectors will be functionally tested using a smoke generator, punk stick, or other method acceptable to the manufacturer. "Canned Smoke" will not be used for this task, per manufacturer's recommendations.

DETECTOR CLEANING: To help minimize false alarms, accessible smoke detection devices will be cleaned utilizing manufacturer's recommended procedures. Devices may be dismantled to expose the smoke chamber (where applicable) and cleaned prior to sensitivity testing using soft cloth, lint brush, or non-electrostatic vacuum. Devices will be cleaned at a rate of: **Annually (100% per year)**

(Note: Certain types of analog smoke sensors will be cleaned as needed per panel readings.)

This service has been declined by customer.

SENSITIVITY TESTING: To ensure accuracy, sensitivity testing will be performed on smoke detectors per NFPA. Testing will be performed using only UL approved sensitivity testing equipment. Devices performing outside the listed sensitivity range will be re-cleaned and re-tested, and if necessary, noted and recommended for replacement. Devices will be tested at a rate of: **Biennially (every other year)**

(Note: Certain types of analog smoke sensors automatically satisfy this requirement electronically.)

This service has been declined by customer.

2. DOCUMENTATION: All accessible components and devices will be logged for:

- Exact location
- Test results/applicable voltage readings
- Any discrepancies noted, recommendations for correction, and any corrections made on site

Documentation will be provided to the customer. Copies will be kept on file by the Simplex branch office for five years.

3. Certain services may be required by the respective Authorities Having Jurisdiction (ref. NFPA 72). It is recommended that the customer review applicable codes and references to ensure compliance.

Customer: _____

Simplex: _____

Date: _____

Service That's Always A Step Ahead

Samples

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Technology Plan

LINKING THE PAST TO THE FUTURE

Adopted by the Eckhart Public Library Board of Trustees
February 13, 1996

MISSION STATEMENT:

Eckhart Public Library is a dynamic institution whose mission it is to enhance the quality of life within the community by providing information, advancing knowledge, stimulating thinking, and encouraging recreational reading.

GOAL 1

Maintain and expand technology to deliver equitable access of current electronic information services to the community.

ACTION 1. Utilize a portion of the community survey to gain community input relating to current technological services and/or new electronic services patrons would like the library to provide.

ACTION 2. Monitor library literature, Internet and other on-line sources for current and emerging technology trends and adapt accordingly within budget constraints.

ACTION 3. Provide terminals or other equipment for the visually and hearing impaired.

ACTION 4. Develop a Community Advisory Committee comprised of patrons, business leaders, library staff, Library Board members, educators, and local government officials to make recommendations for emerging technology and its potential impact on library and information services.

ACTION 5. Focus on technologies that are compatible, promote cooperation, resource sharing, and delivery of library information service throughout the community.

ACTION 6. Meet or exceed current library automation standards set forth by the Indiana Library and Historical Board. Review standards, monitor changes, and devise strategies to adapt to changes to insure that the library adheres to the standards.

ACTION 7. Review the overall long-range plan of the library, the technology plan, and the acceptable usage policy for Internet service annually.

GOAL 2

Allow patrons electronic access to expanded automated resources, including on-line services, Internet, catalogs with the ability to place reserves and requests, and access their own patron accounts.

ACTION 1. Upgrade the Gaylord Galaxy system and integrate it with our Local Area Network.

See Appendix A for details

GOAL 3

Provide ongoing education in use of automation and technology for Library staff and patrons to insure effective integration and use of technology.

ACTION 1. Offer two weeks of extensive staff training by computer consultant from Computech Lab prior to reopening of expanded library.

ACTION 2. Inform and provide opportunity for training of new volunteer corps in the expanded computer/information services.

ACTION 3. Inform and provide opportunities for training of patrons in the expanded computer/information services.

ACTION 4. Board allocates funding to support opportunities for library staff to attend conferences and other formal continuing education programs.

ACTION 5. Board allocates funding for a technology coordinator to maintain automated systems.

ACTION 6. Actively pursue grant possibilities for continued professional development.

ACTION 7. Provide end-user (public) education to help patrons access electronic data as an alternative to print media when appropriate.

ACTION 8. Provide ongoing professional development with instruction focusing on technology integration and how it will be used, not just the mechanics of its operation.

GOAL 4

Establish financial support to fund current and future technological goals of the library.

ACTION 1. Apply for technology grants.

ACTION 2. Determine areas of technology plan which may be funded by outside sources: gifts, grants, Friends of the Library, community involvement.

ACTION 3. Increase cooperating and collaborative actions that are cost-effective and improve library and information services.

ACTION 4. Investigate implementation of fee-for-service to local businesses, determine feasibility and make recommendations for implementation.

ACTION 5. Evaluate funding strategies.

GOAL 5

Develop a program of ongoing evaluation and review to keep programs, services and activities relevant and cost-effective.

ACTION 1. Evaluate current software and hardware for function, relevance, and usefulness.

ACTION 2. Develop performance criteria for evaluation of software and hardware and train staff in usage.

ACTION 3. Establish maintenance and replacement guidelines for technology equipment which will meet the changing needs of library staff and patrons.

GOAL 6

Promote technology to the public, other agencies, and staff.

ACTION 1. Make the public aware of the electronic resources of the library. Publish and distribute information emphasizing the Library as a resource to meet educational, business, and personal needs.

ACTION 2. Promote access to library resources to other libraries, information repositories, business, and schools. Develop a promotional program utilizing technology which can be used with community groups, business leaders, and school sites.

ACTION 3. Monitor trends in library automation and technology and distribute information to staff. Develop an ongoing program of informational sessions to keep staff informed of new and current programs and services.

GOAL 7

Achieve real-time connectivity between the bookmobile and the main library.

ACTION 1. Monitor developments in data radio and cellular telephone service. At this time these services are not very reliable. But improvements are being made and we will consider implementation of these technologies when other libraries have been successful in their use.

ACTION 2. Examine the feasibility of using a mini-computer system that will allow the bookmobile to update data daily. This will allow access to the OPAC system and patron records with just a one-day delay period.

GOAL 8

Evaluate the impact of electronic information services and technology on the community and our library services.

ACTION 1. There will be a continuous process of evaluation and investigation of present and future needs through cooperative efforts of the Community Advisory Committee and the library staff. This will be carried out, in part, via surveys, questionnaires, and suggestion/comment forms that will be made easily accessible to all patrons and staff.

ACTION 2. Measure the impact of technology through gathering data in terms of patron visits, hours of terminal use, number of resources used (both in-house and on-line resources), changes in acquisition patterns, number of information requests fulfilled, new population segments served.

Acceptable Usage Policy for Internet Service

1. ACCESS TO INTERNET RESOURCES

1.1 Eckhart Public Library is a dynamic institution whose mission it is to enhance the quality of life within the community by providing information, advancing knowledge, stimulating thinking, and encouraging recreation. The mission of the Eckhart Public Library is to ensure that the citizens we serve have the right and means to free and open access to ideas and information which are fundamental to democracy. The Library will protect intellectual freedom, promote literacy, encourage lifelong learning, and provide library materials and information services.

1.2 Throughout its history the Eckhart Public Library has made information available in a variety of formats, from print to audiovisual materials. The Library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the Library's other resources.

1.3 The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information, and commentary from around the globe. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal.

1.4 In introducing the Internet as an information resource, the Eckhart Public Library's goal is to enhance its existing collection in size and depth and as a public access agency give opportunity to any patron who wishes to participate in navigating the Internet, both in the Library and, in the future, through Dial-In service.

1.5 Library staff will identify specific starting points for searches on the Library's home page which are appropriate to the Library's mission and service roles. The Library cannot control or monitor other material which may be accessible from Internet sources. It is not possible to apply the same selection criteria which are used for other materials.

1.6 When feasible, the Library will implement software and hardware control mechanisms to prohibit information which the Library has determined to be inconsistent with its mission and service roles. Such controls will be implemented to the extent feasible given budgeting and programming limitations. The Library cannot successfully control or monitor the vast amount of material accessible from computer and networks via the Internet. Individual users must accept responsibility for determining content in the event the Library is unable to determine the suitability.

2. IN-LIBRARY ACCESS

2.1 The Library upholds and affirms the right of each individual to have access to constitutionally protected material. The Library also affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources.

2.2 The Library will provide Internet stations throughout the Library. Library staff is available to provide assistance and to help identify appropriate sites. The user, however, is the selector in using the Internet with individual choices and decisions.

3. CONDITIONS AND TERMS OF USE IN THE LIBRARY

3.1 In an effort to ensure that the use of this medium is consistent with the mission of the Eckhart Public Library, the following regulations shall apply:

- 3.1.1 Designated Internet stations will be located where they can be monitored by staff for assistance and security.
- 3.1.2 The Library reserves the right to require all prospective users to attend an orientation session as a condition for access to the Library Internet stations. Orientation will include training in the use of software and hardware, and guidelines for the responsible care of Library equipment.
- 3.1.3 Prospective users will sign an Internet Use Contract. Youth under 18 years of age will be required to have parental or guardian permission to access the Internet. While the Library will make every effort to ensure that the use of the Internet is consistent with the mission statement, parents are encouraged to work closely with their children in selecting material that is consistent with personal and family values and boundaries.
- 3.1.4 The Library will establish procedures that will make Internet stations available on a first come, first served basis.
- 3.1.5 Internet use will be managed in a manner consistent with the Library's Rules of Conduct which have been adopted and are posted in the Library.
- 3.1.6 Failure to use the Internet stations appropriately and responsibly, as defined in the training session and on the application form, may result in revocation of Internet use privileges.

Adopted by the Eckhart Public Library Board of Trustees, February 13, 1996.

We owe special thanks to the Spokane Public Library, Spokane, Washington, for allowing us to use their policy as the basis for our acceptable usage policy for Internet service.

Internet Use Agreement

As an Eckhart Public Library cardholder and Internet user, I agree to the following terms and conditions for use of Eckhart Public Library Internet stations.

I have attended an Internet training session in the appropriate care and use of the hardware and software, and I understand the material as presented. As part of the training, I have received a copy of the User's Guide.

I understand that use of the Internet stations will be governed according to the Library's published Rules of Conduct. I have been informed that the Library's Internet Use Policy and the Rules of Conduct are available for my reference on the Library's Internet Home Page. I understand that failure to comply with these rules may result in the revocation of my Internet privileges.

I agree to use the Eckhart Public Library Internet stations in the manner presented in the training session, and to exercise reasonable care in the use of Library equipment and software at all times.

I agree to notify Library staff of any malfunction in the equipment or software that may occur while the station is in my care.

I understand that any damage to the equipment caused by me or my children through improper care, roughness, or vandalism will be my responsibility, and that I will bear the cost of any needed repairs and/or replacement of components or parts as a result of such damage.

I agree to follow the scheduling procedures as outlined in the training session, and I understand the stations will be made available on a first come, first served, or by appointment basis.

I assume responsibility for the sites I select to view on the Internet.

Name of Internet User

Date

A parent or guardian signature is required for youth under 18 years of age.

I agree to assume responsibility for the above-named child (use a separate form for each child) in the use of Library Internet stations.

Parent/Guardian Signature

Date

10/1/96, page 111

STATS

Long Range Automation Plan

SUMMARY: The Plan is integrated with the Library's Long Range Plan for 1994-1999.

Goal I: Provide the best collections for the citizens of our community while maintaining fiscal responsibility.

- a. Provide information about the electronic/automation field with books, magazines, and other print materials: Early 1996+
 - : Selection done by current materials selection committees
- b. Provide information about the electronic/automation field with instructional video and other av media: Early 1996+
 - : Selection done by current materials selection committees
- c. Provide Computer based resources
 - : Maintain viability of all Library computers by upgrading memory and other hardware and software as necessary - annual survey taken by Adult Services Director to determine needs and funding: Early 1996+
 - : Add , at least, one cd-rom computer each year for staff and public use - Need determined by Ad Hoc Committee of Adult, Children's, and Tech Services Staff: Early 1996+
 - : Begin cd-rom circulating collection in mid-1996 and develop as need warrants: initial finding in 1996/97 to come from operating budget, Friends, and grants
 - : Collection development for the cd-rom circulating collection will focus at first on educational, consumer, and small business titles
 - : Internet
 - : Offer internet access to library patrons by early 1996 through WCINET equipment
 - : Develop further Internet access as budget and public interest merit: Late 1996+
 - : Provide internet access at sites outside the library

building: Planning early 1997 - implementation begins late 1997

: Internet access and need provided through efforts of the adult and children's service staff

e. Provide magazines on cd-rom

: Add a full text magazine service by the end of 1996 as selected by Existing Materials Selection Committees

f. Develop plans to tie together cd-rom resources: Early 1996+

: Initial plan developed and monitored by Adult Services and Tech Processing staff: Late 1996+

: Expand plans to include phone-in use where possible- Planning early 1997 - implement by early 1998

g. Develop continuing education programs for library staff and volunteers to meet needs for computer based services: Mid-1996 +

: Use in-house expertise and that of area librarians: mid 1996+

: Expand training to include interested members of the public: Early 1997+

: Training to be coordinated by adult and children's service staff

h. Develop a committee to monitor progress of the objectives listed above on , at least, an annual basis - Committee called together by library director: Late 1996+

Goal 2: Provide the best access to the library for the citizens of our community while maintaining fiscal responsibility: 1996+

a. Dial-in access - provide public with dial-in access to WLPL through WCICNET; minimum functions will be requests for renewals , reserves, and lists of new books and videos: Early 1996+

: Program audited by staff and expanded to include additional services requested by public: Early 1997+

: Access provided by and monitored by library staff

b. Improve phone/fax communications for library staff and public

: Add additional lines and better staff training as needed to provide more communications options for library users: 1996+

: Need determined annually by Ad Hoc Committee composed of circulation, adult services and children's staff: Early 1996+

c. Migrate/upgrade from current circulation/catalog system within the next 2 to 5 years (1998-2001)

: Explore options available-keep about \$80,000 in savings should the library board need to move sooner than planned: 1996+

: Initial exploration done with committee chaired by Tech Services staff: Mid-1996+

: Determination of system accomplished by board in consultation with library director: Late 1997+

: Installation of new system begins in mid- 1998

Goal 3: Continue to update the Long-Range Automation Plan

a. Provide the Library board with updates on progress annually : 1997+

b. Seek out advice from local community members and organizations for both new and continuing goals: 1996+

The plan is integrated into these sections of the W.L. Public Library's Long Range Plan, 1994-1999:

Collections, Goals 1,2,3

Services, Goals 1,3

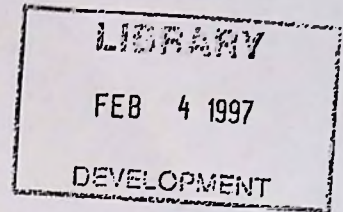
Funding, Goals 5&6

Physical Plant, Goal 4

Cooperation & Publicity, Goal 3

Hartford City Public Library

Technology Plan
1996-2001



The vision of the Hartford City Public Library is to utilize technology to increase the availability of materials through both, traditional and electronic avenues, while providing much of the increased services at little or no cost to our patrons.

Mission Statement: The Hartford City Public Library will provide the best service possible to the community of Hartford City and the surrounding areas.

Goal 1: Internet Access

The Library will provide access to information via the Internet.

- A. To Provide Internet access to the staff for the purposes of reference and professional development.
- B. To explore the possibilities to provide free/low-cost Internet Access to the Public.
- C. To pursue the establishment of a Local Community Network.

Goal 2: Technology Services

The Library will increase the availability of information through various electronic mediums.

- A. To provide patron stations dedicated to word processing, spreadsheet creation and access to electronic reference material from various mediums. (CD-ROM, Internet Services, etc.)
- B. To explore the feasibility of providing CD Rom Access through the addition of a CD ROM-Server to our Current Network.
- C. To provide Valuable Content Pages of Local Information, that will be accessible from any Internet Connected Computer.

Goal 3: Technology Training

The library will provide training opportunities for both the staff and the community concerning electronic media usage.

- A. To educate staff through training sessions offered by INCOLSA, ILF, the State Library, and other qualified sources.
- B. To provide in-library community training and exposure to new technologies.

Technology Plan

Goal 4: Increased Access to Information

The library will provide dial-in access for the community.

- A. To explore the possibilities of establishing a local community network.
- B. To work in conjunction with the schools to establish Dial-Up access.
- C. To search for additional funding support to meet these goals.

Goal 5: Develop cooperative plans of technology implementation between the Hartford City Library, the schools, and local businesses.

- A. To foster an atmosphere of cooperation between the library, schools, and business to ensure that our technological plans are complementary.
- B. To prevent the expenditure of unnecessary funds through redundant technological services.
- C. To share resources among entities to provide the best possible technological resources to the community.

Goal 6: Additional purchase of hardware for staff utilization.

- A. To purchase additional computers to provide adequate resources for cataloging, word processing, and data management.

These goals are to be examined and evaluated on an ongoing basis, with a final evaluation to take place in the year 2001

Approved by the Hartford City Public Library Board: _____

GIFTS OF BOOKS AND OTHER MATERIALS...

NMCPLS receives many gifts of books, periodicals, and other materials, for which we are always grateful. However, in order to avoid misunderstanding about the disposition of gifts, it is suggested that prospective donors read the following statement:

The library system adheres to a carefully planned policy in accepting gifts. It reserves the right of deciding whether or not the gift is to be added to the library. The book may be: (1) a duplicate of an item of which no more copies are needed; (2) outdated; (3) not of reference or circulation value; (4) in poor condition.

Useful but unneeded gifts are sold, with the receipts added to the acquisition funds. Those not sold are disposed of in some other manner.

We regret that library staff cannot appraise gifts, however, our evaluations would be questioned by tax officials. On request we will be happy to provide a statement describing the gift.

CONSIDERATIONS FOR DONORS

1. As a first step, consult the library director to determine the library needs and suitability of your proposed gift.
2. Assistance in meeting the basic purposes of the library (information, education, recreation) is most suitable. Your gift will be most valuable if it purchases furnishings, equipment or materials such as books, video/audio tapes, periodicals subscriptions, etc.
3. Please, don't attach unnecessary "strings" that may restrict the usefulness or hamper the effectiveness of your gift.
4. Keep in mind that space is limited for sculpture and other works of art.
5. A book plate will be placed in all books accepted by the library unless otherwise requested. This plate will contain the donor's name, and words or phrases of the donor's choice. Gifts other than books, when possible, will be identified in a like manner.
6. The library will retain unconditional ownership of the gift, will make the final decision regarding its own use or other disposition of the gift. Furthermore, the library reserves the right to decide the conditions of housing, display and access to the gift.

Please read carefully before signing. A photocopy will be made for your records.

DONOR STATEMENT

I certify that I am the owner of all right, title, and interest in the property described below. By donating the described property I hereby assign all right, title and interest in the property to the North Madison County Public Library System (NMCPLS).

Furthermore, it is understood that the donor indemnifies and holds harmless the NMCPLS from any and all liability for claims with respect to the personal property including, without limitation, claims of other persons or entities claiming an interest in the property.

The Donor waives any future claim to the donated property, and acknowledges that this donation is an absolute gift and that NMCPLS may retain or dispose of the donated property in any manner convenient to the North Madison County Public Library System.

Date _____

Donor _____

Signature, title of person accepting item(s)

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001

FAX (317) 552-0955

*R & R Ins.
Am. Family
C.L. Benson
Cotton Ins.
Alexander Agency
Crimans*

*Letter
Sent
10/13/97
jst*

October 10, 1997

State Farm Insurance
517 N. Anderson Street
Elwood, Indiana 46036

Dear Sirs:

The Library Board of Trustees is investigating the cost of insurance for the Elwood Public Library.

The current policy is available for review and can be viewed between 9:00am and 4:00pm in the office of the administrative assistant, Jan Helping.

Please submit bids by Tuesday, October 21, 1997.

Yours truly,

Kathi Wittkamper, Director

KW;jh

UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

Indiana Code 35-44-1-3

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, step-child, or adoptee (as defined in I.C. 31-3-4-1) of a public servant who is emancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from I.C. 35-44-1-3. Care should be taken to review I.C. 35-44-1-3 in its entirety.

1. Name and Address of Public Servant Submitting Statement: _____

Linda Sizelove

2. Title or Position With Governmental Entity: Board of Trustee Member

3. a. Governmental Entity: North Madison County Public Library System

b. County: Madison

4. This statement is submitted (check one):

a. as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or

b. as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.

5. Name(s) of Contractor(s) or Vendor(s): Stephen Sizelove Construction

6. Description(s) of Contract(s) or Purchase(s) (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):

Dependent - Stephen Sizelove (spouse)

7. Description of My Financial Interest (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):
Owner of Stephen Sizelove Construction

(Attach extra pages if additional space is needed)

8. Approval of Appointing Officer or Body (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the PRESIDENT of
(Title of Officer or Name of Governing Body)

Elwood Community School Corporation and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Richard D. Herndon
RICHARD HERNDON

PRESIDENT, BOARD OF TRUSTEES

Elected Official

Office

9. Effective Dates (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

10-7-97
Date Submitted

10-8-97
Date of Action on Contract or Purchase

10. Affirmation of Public Servant: This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: Linda Sizelove
(Signature of Public Servant)

Date: 10-8-97

Within 15 days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2738 and the Clerk of the Circuit Court of the county in which the governmental entity executed the contract or purchase. A copy of this disclosure will be forwarded to the Indiana State Ethics Commission.

October 14, 1997

State Board of Accounts
Indiana Government Center So.
302 West Washington St., Room E418
Indianapolis, IN 46204-2738

Dear Sirs/Madam:

Enclosed is Form 236 prescribed by the State Board of Accounts for Uniform Conflict of Interest.

On October 8, 1997 a contract was awarded to Stephen Sizelove Construction of Elwood to construct an outdoor sign for the Elwood Public Library.

Yours truly,

Kathi Wittkamper, Director

KW;jh
Enc. 1

Copy

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46120-1500

(317) 522-2551
Fax (317) 522-2665

October 14, 1997

Clerk of the Circuit Court
Courthouse
16 E. 9th St.
Anderson, IN 46016

Dear Sir:

Enclosed is Form 236 prescribed by the State Board of Accounts for Uniform Conflict of Interest.

On October 8, 1997 a contract was awarded to Stephen Sizelove Construction of Elwood to construct an outdoor sign for the Elwood Public Library.

Yours truly,

Kathi Wittkamper, Director

KW;jh
Enc. 1

Copy

NAEIR's low priced Catalog Membership Plans. A choice for every budget!

(See reverse side for your opportunities.)

Prices options effective June 1, 1997.

5 catalogs plus. \$575 membership

You will receive FIVE consecutive gift catalogs (\$99 handling charge per allocation*), FIVE Grab Bag visits at \$15 per visit. Initiation fee waived, and priority opportunity to request or Special Offers. Tiered (secondary) memberships available for \$250 each; \$99 per allocation handling charges and \$15 per visit Grab Bag charges apply to Tiereds.



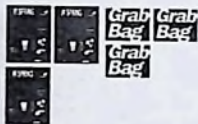
4 catalogs plus. \$475 membership

You'll receive FOUR consecutive gift catalogs (\$99 handling charge per allocation*), FOUR Grab Bag visits at \$15 per visit, Initiation fee waived, and Special Offers as available.



3 catalogs plus. \$375 membership

You'll receive THREE consecutive gift catalogs (\$99 handling charge per allocation*), THREE Grab Bag visits at \$15 per visit, Initiation fee waived, and Special Offers as available.



2 catalogs plus. \$275 membership

You'll receive TWO consecutive gift catalogs (\$99 handling charge per allocation*), TWO Grab Bag visits at \$15 per visit, Initiation fee waived, and Special Offers as available.



EXPENDITURES TO BE ALLOWED
NORTH MADISON COUNTY PUBLIC LIBRARY
124 NORTH 10TH STREET
ELWOOD, IN 46016-1098
07 OCT 97

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE PAID | EXPLANATION |
|----------------------------|--------------|------------------------------|-----------------|-----------|-------------------------------|
| -PAID AFTER BOARD MEETING- | | | | | |
| 016680 | 00672 | GTE NORTH INDIANA OPER | 503.26 | 10-SEP-97 | TELE. - FRANKTON |
| PATROLL | 00673 | PATROLL | 11191.34 | 17-SEP-97 | CHECKS 004610-004631 |
| PATROLL | 00674 | PATROLL DEDUCTIONS | -4741.51 | 17-SEP-97 | CHECKS 004610-004631 |
| 016681 | 00675 | INDIANA DEPARTMENT OF | 934.44 | 17-SEP-97 | FICA & FED. TAX - P/R 9-17-9 |
| 016682 | 00676 | CITY OF ELWOOD NON-RES | 776.92 | 17-SEP-97 | HEALTH PREMIUM - OCTOBER |
| 016683 | 00677 | MADISON COUNTY SCHOOL | 1409.92 | 17-SEP-97 | CREDIT UNION DEDUCTIONS/P/R |
| 016684 | 00678 | INDIANA DEFERRED COMP | 215.00 | 17-SEP-97 | ANNUITY DEDUCTIONS - P/R 9-1 |
| 016685 | 00679 | KATHY L HARRIS | 41.50 | 17-SEP-97 | REPORT OF PERS DEDUCTIONS |
| 016686 | 00680 | INDIANA-AMERICAN WATER | 36.60 | 17-SEP-97 | WATER - SUMMITVILLE DIS. |
| 016687 | 00681 | DIANA SHEPARD | 29.49 | 17-SEP-97 | PETTY CASH REIMBURSEMENT |
| 016688 | 00682 | AMERITECH | 119.92 | 17-SEP-97 | TELE. - SUMMITVILLE |
| 016689 | 00683 | ELWOOD PUBLISHING COMP | -159.91 | 18-SEP-97 | VOID CHECK/VOIDED#006815 |
| 016689 | 00684 | ELWOOD PUBLISHING COMP | 59.43 | 18-SEP-97 | ADVERT.BUDGET TWICE |
| 016690 | 00685 | INDIANA GAS COMPANY | 24.57 | 18-SEP-97 | GAS - FRANKTON |
| 016691 | 00686 | MARVIN SAUBERT | 140.00 | 18-SEP-97 | LAWN CARE - SUMMITVILLE |
| 016692 | 00687 | INCOLSA | 200.00 | 18-SEP-97 | 4 REGIST./TRUCKS - OCT. 9 |
| 016693 | 00688 | JOYCE BARRETT | 345.00 | 26-SEP-97 | 59 LUNCHEES @ 15.00 FOR DIST. |
| XXXX | 00689 | EFTPS | 3985.57 | 17-SEP-97 | FED. & FICA TAX - P/R 9-17-9 |
| --TOTAL-- | | | 14414.01 | | |
| -CURRENT EXPENDITURES- | | | | | |
| 016694 | 00691 | MADISON COUNTY SCHOOL EMPLOY | 1410.50 | 01-OCT-97 | DEDUCTIONS - P/R 10-1-97 |
| 016695 | 00692 | INDIANA DEFERRED COMPENSATIO | 215.00 | 01-OCT-97 | ANNUITY DEDUCTIONS - 10-1-97 |
| 016696 | 00693 | POSTMASTER | 200.00 | 01-OCT-97 | POSTAGE METER |
| 016697 | 00694 | TOWN OF FRANKTON | 101.25 | 01-OCT-97 | FRANKTON UTILITIES |
| 016698 | 00695 | AMERICAN ELECTRIC POWER | 12.54 | 01-OCT-97 | ELEC. - SUMMITVILLE |
| 016699 | 00696 | AMERICAN BUSINESS DIRECTORIE | 258.00 | 08-OCT-97 | INDIANA BUSINESS DIRECTORY |
| 016700 | 00697 | AMERICAN ELECTRIC POWER | 1999.35 | 08-OCT-97 | ELEC. - ELWOOD, SUMMID. |
| 016701 | 00698 | AMERITECH | 234.77 | 08-OCT-97 | TELE. - ELWOOD |
| 016702 | 00699 | ANDERSON NEWSPAPERS INC. | 30.25 | 08-OCT-97 | ENT. FOR ADV. BUDGET |
| 016703 | 00700 | AUDIO VISUAL COMMUNICATIONS | 99.00 | 08-OCT-97 | SERV. AGREE. FOR OCTOBER |
| 016704 | 00701 | BAXER & TAYLOR BOOKS | 3833.12 | 08-OCT-97 | BOOKS, ELWOOD, FRANK., SUMMIT |
| 016705 | 00702 | CD-ROM ARCHIVES | 9.95 | 08-OCT-97 | SAMPLE DISK OF CATALOGS |
| 016707 | 00704 | CENTRAL IND.COMPUTER CONSULT | 1173.00 | 08-OCT-97 | SERV. AGREE. JUNE & JULY/EQU |
| 016708 | 00705 | CIRCUS HALL OF FAME | 39.95 | 08-OCT-97 | BOOK - FRANKTON |
| 016709 | 00706 | CITY WATER & SEWAGE DEPT. | 133.14 | 08-OCT-97 | WATER - 8-25-97/9-23-97 |
| 016710 | 00707 | CHILDRENS PLUS, INC. | 708.97 | 08-OCT-97 | CHILDREN'S BOOKS |
| 016711 | 00708 | DEMCO | 91.05 | 08-OCT-97 | OFFICE SUPPLIES |
| 016712 | 00709 | ELWOOD PUBLISHING COMPANY IN | 8.50 | 08-OCT-97 | ADV. BUDGET |
| 016713 | 00710 | FAMILY BOOKSTORE | 114.68 | 08-OCT-97 | BOOKS - SUMMITVILLE |
| 016714 | 00711 | FILIP, INC. | 83.69 | 08-OCT-97 | CUSTODIAL SUPPLIES |
| 016715 | 00712 | GTE NORTH INDIANA OPERATIONS | 128.76 | 08-OCT-97 | TELE - FRANKTON |
| 016716 | 00713 | GLENNA STEWART | 12.00 | 08-OCT-97 | MILEAGE |
| 016717 | 00714 | GROLIER EDUCATIONAL CORP. | 189.74 | 08-OCT-97 | BOOK - ELWOOD CHILD. |
| 016720 | 00703 | BARBARA MCADAMS | 47.49 | 08-OCT-97 | POSTAGE |
| 016722 | 00715 | HORTON'S & SONS OF ELWOOD | 16.26 | 08-OCT-97 | EQUIP. |

016721

* Handling charges cover the cost of processing and storing the donated materials from the time they are received at NAEIR to the time they are shipped out to members.

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001

FAX (317) 552-0955

BOARD OF TRUSTEES

October 8, 1997

7:14pm

CALL TO ORDER

President Beverly Austin called a regular business meeting to order at 7:14pm in the Elwood Public Library meeting room, October 8, 1997.

CALL FOR QUORUM

Other board members present were: Barbara Abernathy, Linda Sizelove, Jerry Kaiser, Sharan Pace. Director Kathi Wittkamper, Administrative Assistant Jan Helpling and Call-Leader reporter Brian Hamilton were also present.

MINUTES Approved from September meeting.

CLAIMS REGISTER - Claims Register was signed by board members and checks signed by Jerry Kaiser, treasurer.

OLD BUSINESS

Gift & Memorial Pamphlet Director Wittkamper presented a final draft of a pamphlet to be used by the library to give to patrons who wish to give a gift or memorial. Motion was made by Linda Sizelove to accept the final draft, seconded by Barbara Abernathy and passed.

Outdoor Sign Linda Sizelove said she had looked at different signs, wooden and otherwise and she still feels the brick sign would be more long-lasting and maintenance free. She said Steve Sizelove could add plastic or metal letters to the original plans for signs - \$6850. for metal letters, \$6100. on sign No. 1 and \$7944 for metal letters, \$6894 for plastic on sign No. 2. After describing the signs proposed by Mr. Sizelove and discussing the placement, etc., Sharan Pace made a motion to accept sign #2 for \$9850. Jerry Kaiser seconded the motion and it passed.

Internet Access Director Austin said she would like to discuss the letter to Ralph E. Hazelbaker regarding Internet Access at Summitville with the Long-Range Planning Committee. Kathi feels the most realistic way to begin is to install Internet for staff use. Since Jan will be getting a new computer and new software installed, Kathi would like to set her up first. She feels the most expense will be activating dedicated telephone line service.

Memorial Bench Beverly has spoken with Roger Gregg about building the memorial benches and is waiting on a quote from him.

Building Report - Elwood Mr. Arlen Packard, InterDesign Group, was present with a report on the 9 Month Latent Defect Inspection Report. He reported there are about two dozen items that are

problems. He spoke about a few: floor in the meeting room - he feels is an installation problem, concerned about the water pressure because it does not allow the toilets to work right, also loose or missing shingles from the roof. He will send the list to the contractor, who should respond within 10 days.

Jerry Kaiser asked about the yard and why it is not doing well. Mr. Packard said he will look at the contract from the sub-contractor. Also, Kathi said the air-conditioning system seems to have problems. The air-flow may need adjusted and he is checking on the computer set-up and may need to speak to Ralph about adjustments. Linda Sizelove asked that all board members get a copy of the inspection report.

In addition to the inspection, Kathi reported a Simplex representative was here to speak to her about extending the warranty on the fire alarm system. He came to make an initial exam of our set-up. Even though the sprinkler system would be maintained by another company, Simplex would co-ordinate the alarm and sprinkler systems service Kathi asked that the board accept the Simplex proposal to replace the alarm dialer. Board members wanted to know why the dialer was not adequate if it was what was specified. She explained the new dialer would take priority over other calls and there would be a 24hr. check to see if the system was operating. Costs would be \$980. yr. to perform quarterly, plus \$788. for Simplex time recorder that we need for the dialing system., \$750. plus installation of phone jacks from Lucent plus annual fee of \$336.00. Linda Sizelove asked that the Elwood Fire Equipment Co. be contacted for another quote. Members also asked if the fire alarm was on the list for Mr. Packard to look into. President Austin asked Kathi to call him tomorrow to take care of the problem immediately.

Insurance Bids Linda Sizelove wants other insurance companies in Elwood to bid for our coverage. Barbara Abernathy made a motion to have the bids by Tuesday, October 21. Jerry seconded the motion and it passed. There will be an executive meeting to discuss Personnel evaluations at 6:00pm and a public meeting to look at bids at 6:30pm.

Ralph Snyder Gift Sharan Pace made a motion to transfer the stock from Mr. Snyder's estate into the name of the North Madison County Public Library System and hold the stock ourselves until another decision is made. Barbara Abernathy seconded and the motion passed. Kathi is to talk to Mr. Wilson and also State Board of Accounts as to what is legal for us as a library to do about investing.

Long Range Plans Kathi recommended the board continue to work on an integrated technology plan, that it will become part of future long-range plans and possible grants. She asked Carolyn Lambertson and Glenna Stewart to work on the technology planning committee. Bev asked that Kathi be on the committee and asked for two people from the board. Barbara Abernathy and Sharan Pace will be on the committee.

NAEIR Kathi has discovered this company and believes it will be of great benefit to the library. She explained the company solicits manufacturers for donation of goods, then allows the goods to be obtained by non-profit entities for a yearly membership fee. Jerry Kaiser said he would like to visit the warehouse first and will report to the board.

Centennial Brick Sale Kathi presented the pamphlet made for the second brick sale. Beverly asked that our logo be placed on it. Also an addition of a sentence saying we will have gift certificates available should be added. She also suggested that Linda Sizelove be in charge of working on how large the patio should be extended.

District 8 Meeting President Austin reported she attended the District 8 conference. She congratulated Kathi for being District 8 president for next year and commended the staff for doing a good job at the meeting. She felt the food was good and the staff very congenial. Kathi said she felt the District created a lot of good will and had received good feed-back from the comment sheets and verbally.

DIRECTOR'S REPORT See attached.

There is a Basic Reference Training Workshop to be offered on November 6. Kathi asked the board if she could close the library to patrons so that all staff could attend. Barbara Abernathy made a motion to close the library. Linda Sizelove discussed one-half the staff going to bring back information to others. After discussion, Barbara made the motion again. Sharan Pace seconded - with one nay motion passed.

Jerry Kaiser asked if Kathi would ask whomever was responsible for stamping the paperbacks on pages with text, to be careful what they are covering. He also asked she find out what happened to the shelving that Summitville did not use after the recent addition was completed.

Barbara Abernathy made a motion to adjourn at 9:02pm, seconded by Sharan Pace.

Sharan Pace
Jerry Kaiser

Barbara Abernathy, Sec'y
Barbara Abernathy, Sec'y.
Quay J. Austin

DIRECTOR'S REPORT

NMCPLS TRUSTEE MEETING • OCTOBER 8, 1997

GENERAL INFORMATION

The ILF District 8 annual fall conference was held at the Elwood Library on September 24. All three of the system facilities were closed to the public to host the meeting for 65 participants. Comments on the evaluation sheets collected were overwhelmingly positive - facility, food & program all received "rave reviews."

On the evening of September 25, I presented a brief program on library materials and services for the ADHD support group meeting under the guidance of Janet Brunnemer, Family Resource Center

Jan Helpling & Diana Shepard attended a preview of the new accounting system designed and supported by AVC. AVC is the vendor for the computer equipment and accounting program currently used at NMCPLS and many other Indiana libraries. Jan's equipment needs to be replaced - regardless of whether or not the new software program is purchased, although it does offer several advantages. We have requested a proposal and price quotes from AVC for a total package - equipment, software, installation and support, etc. - with intent to purchase immediately.

A specially designed book truck has been purchased for use in the Story Time room. Purchase was made with funds donated by Tri Kappa Sorority.

Hamilton County P.L. System board member Susan Aukenbach and her husband visited the Elwood facility on October 7. They are researching automated cataloging & circulation systems.

Upcoming calendar items include:

- **October 9** - Preservation Workshop; Kathi Wittkamper, Loretta Dodd, Barb McAdams and Jamie Scott.
- **October 19-26** - Jan Helpling on vacation.
- **October 20** - Budget Hearing, Anderson; Kathi Wittkamper & Diana Shepard.
- **October 23** - at the Elwood facility -- Tri Kappa Spookwalk, 6-7 p.m.
Seasonal Stories, 7 p.m.

MONTHLY STAFF TRAINING UPDATE

Full-time clerk Cathy Bodkin resigned without notice September 18. Former custodian Kathy Harris took Cathy Bodkin's place on September 22. Mary Stout has been hired to replace part-time clerk Gloria Brisben.

Loretta spent some time with Beth Oljace in the Anderson Library Indiana Room. The two of them are working cooperatively to share duplicate materials.

Loss of two Hazelbaker employees - Jamie Scott & Cinda Houme - prompted cancellation of reservations for the I.F. Children & Young People's Division Conference at the end of September. Full time clerk, Nancy Neal worked at Hazelbaker on an "as needed" basis while Jamie & Cinda were off work.

The "Basic Reference Training" workshop being offered by INCOLSA, will be held at _____ on November 6. Although the program is being offered at various sites throughout the state, it would be most practical and economical for everyone to attend the session offered the closest. Board approval is requested for closing the facilities so staff may attend this essential training opportunity.

All staff have been invited to meet with the board at 8 p.m., following the conclusion of the Board Meeting on November 12. Light refreshments will be served.

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46022-1596

(317) 552-5001
FAX (317) 552-4055

BOARD OF TRUSTEES
SPECIAL MEETING FOR BUSINESS
October 21, 1997
6:00pm

Executive Meeting

CALL TO ORDER

President Beverly Austin called an executive meeting to order at 6:00pm in the Elwood Public Library meeting room on October 21, 1997.

CALL FOR QUORUM

Present were: President Beverly Austin, Barbara Abernathy, Sharan Pace and Linda Sizelove.

BUSINESS

- A. Personnel (IC 5-14-1.5-6-(b) (6))
1. Director evaluation

Sharan Pace
Gerry Hauser

Barbara Abernathy *Barbara Abernathy*
Barbara Abernathy, Sec'y.
Beverly J. Austin

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

BOARD OF TRUSTEES
SPECIAL MEETING FOR BUSINESS
October 21, 1997
6:30pm

CALL TO ORDER

President Beverly Austin called a meeting to order at the Elwood Public Library meeting room, October 21, 1997 at 6:30pm.

CALL FOR QUORUM

Present with Mrs. Austin were: Barbara Abernathy, Sharon Pace, and Linda Sizelove. Absent were Brenda Carey, Jerry Kaiser and Pam Bohlander. Also present were Director Kathi Wittkamper and Leasing Corporation member Don Hill.

BUSINESS

A. INSURANCE COVERAGE. President Austin expressed concern regarding requested bids, particularly in regard to timing since the policy has just been received. She said she had spoken at some length with John Burnette, Burnette-Dellinger Ins., who brought the invoice to the library today. She also discussed feedback from vendors who expressed an interest. There were no bids and no action necessary. The general consensus of board members was to seek bids late spring or early summer of 1998.

President Austin asked for other business. Kathi mentioned the written report from Arlen Packard, InterDesign which was distributed in the board folders.

Barbara Abernathy made a motion to adjourn, Linda Sizelove seconded and the meeting adjourned at 6:40pm.

Sharon Pace

Jerry Kaiser

Barbara Abernathy, Sec'y
Barbara Abernathy, Sec'y.
Beverly J. Austin

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001

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October 10, 1997

Cotton Insurance Agency
So. Anderson Street
Elwood, Indiana 46036

Dear Sirs:

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The current policy is available for review and can be viewed between 9:00am and 4:00pm in the office of the administrative assistant, Jan Helpling.

Please submit bids by Tuesday, October 21, 1997.

Yours truly,

Kathi Wittkamper
Kathi Wittkamper, Director

KW;jh

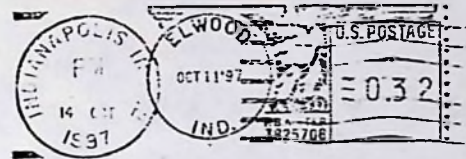
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**NORTH MADISON COUNTY
PUBLIC LIBRARY SYSTEM**
124 NORTH 16TH STREET
ELWOOD, INDIANA 46036 - 1598



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Elwood, IN 46036

46036/9999



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Burnette-Dellinger Agency, Inc

P.O. Box 455
Elwood, IN 46036-0455
Phone : 317-552-7323

**NORTH MADISON COUNTY PUBLIC
LIBRARY
124 NO 16TH STREET
ELWOOD, IN 46036**

| | | | |
|--------------------------------------|-------------------|-----------------------|----------------|
| INVOICE # | | 4104 | Page 1 |
| ACCOUNT NO. | OP | DATE | |
| NORTH-1 | LL | 10/21/97 | |
| Commercial Package | | | |
| POLICY # | | | |
| B156496377 | | | |
| COMPANY | | | |
| CNA-Personal/Commercial Lines | | | |
| PRODUCER | | | |
| John C. Burnette | | | |
| EFFECTIVE | EXPIRATION | BALANCE DUE ON | |
| 08/09/91 | 08/09/92 | 10/21/97 | |
| AMOUNT PAID | AMOUNT DUE | | |
| | \$ | | 7462.00 |

*** PLEASE RETURN TOP PORTION WITH REMITTANCE ***

| Itm # | Due Date | Trn | Description | Amount |
|---------------------------|-----------------|------------|-------------------------------|-------------------|
| INVOICE # | 4104 | | | |
| 20937 | 10/21/97 | MEM | Package Policy Renewal | \$ 7462 00 |
| 1997 to 1998 term. | | | | |
| Invoice Balance: | | | | \$ 7462.00 |

**EBE COTTON INSURANCE AND REAL ESTATE
1900 SOUTH ANDERSON STREET
ELWOOD, INDIANA 46036
(317) 552-7331 TELEPHONE
(317) 552-5516 FAX**

October 20th, 1997

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

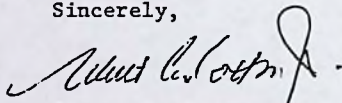
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...We need at least one week to contact our insurance carriers
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Thank you for an opportunity to quote this business.

Sincerely,



Elbert C. Cotton, Jr.
Agent
ECC/fr

North Madison County Public Library System

124 North 16th Street

Elwood, Indiana 46036-1598

(317) 552-5001
FAX (317) 552-0955

October 10, 1997

State Farm Insurance
517 N. Anderson Street
Elwood, Indiana 46036

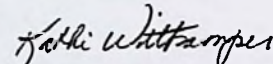
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ELWOOD, INDIANA 46036
(317) 552-7331 TELEPHONE
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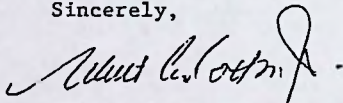
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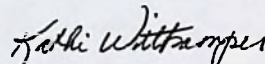
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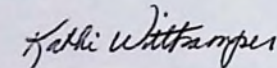
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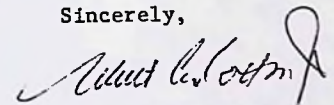
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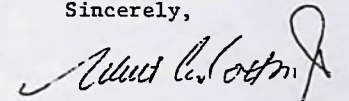
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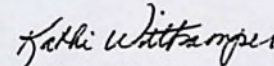
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EMPLOYEE PERFORMANCE EVALUATION

DATE: _____

NAME: _____ JOB LOCATION: _____

JOB TITLE: _____ DATE OF LAST EVALUATION: _____

Please complete this form carefully and thoroughly. Remember its purpose is to:

Provide objective criteria for personnel performance evaluations on a standard basis within your organization.

Compel you to examine *all* of the individual traits affecting employee performance.

Help you to support your conclusion and recommendation for job classification and compensation improvements.

Produce fairer evaluations of employees.

PROCEDURE:

Pages 2 and 3 describe Fifteen personal traits identified with job success or failure. Decide for each, the level at which the employee performed for this rating period. Write the corresponding value number in the rating column. Add the numbers to obtain a total score.

Transfer this total to the rating scale on page 4. This will indicate, and support, your overall opinion of the employee's performance.

Refer back to pages 2 and 3 to comment on the employee's principal strengths and weaknesses. Your comments should be consistent with your rating of individual traits.

Finally, you should describe the employee's reaction to this evaluation. If you discuss it, and make your recommendation for any changes in the employee's job classification or rate of pay.

| PERSONAL TRAITS | | UNSATISFACTORY | SOME DEFICIENCIES EVIDENT |
|---------------------|--|--|--|
| | | 0 | 1 |
| KNOWLEDGE | The blending of job-related education, skills and experience. | Severely lacking in knowledge. | Noticeable deficiencies in job knowledge. |
| QUANTITY | Level of satisfactory output generated per unit of time. | Usually below acceptable standard. | Barely acceptable level of output. A slow worker. |
| ACCURACY | Absence of errors. | Constantly commits errors. | Error level too high. Needs improvement. |
| JUDGMENT | Capacity to make reasonable decisions. | Frequently makes irrational decisions. Poor judgment. | Too often selects wrong alternative. |
| INNOVATION | Imagination and creativity used to lower costs and improve profits. | Never offers a new procedure or new idea. | Rarely suggests new ideas. |
| APPEARANCE & HABITS | Personal habits, clothing and grooming (evaluation should consider the nature of the job). | Frequently offensive. | Occasionally sloppy appearance or display of offensive habits. |
| ORDERLINESS | Organization of the individual's work and work area. | Usually disorderly and chaotic. | Frequently unorganized or work area in disarray. |
| COURTESY | Respect for feelings of others. Politeness on the job. | Frequently rude. Causes noticeable discomfort to others. | Occasionally impolite to coworkers or others. |
| COOPERATION | Willingness to help others accomplish their objectives. | Usually uncooperative. A "roadblock" to coworkers, customers or suppliers. | Too often uncooperative when faced with reasonable requests for assistance. |
| INITIATIVE | Voluntarily starting projects. Attempting non-routine jobs and tasks. | Shows little initiative. Never volunteers. Sticks closely to job routine. | Shows some initiative. Should do more without having to be told. |
| RELIABILITY | Dependability and trustworthiness. | Not reliable. Often fails to deliver a complete job. | Occasionally leaves routine tasks incomplete. |
| PERSEVERANCE | Steadfast pursuit of job objectives when faced with unexpected obstacles. | Frequently quits when faced with unexpected obstacles. | Is sometimes deterred by obstacles which should be overcome. |
| STABILITY | Even temperament. Acceptance of unavoidable tension and pressure. | Volatile, inconsistent personality. Disrupts work environment. | Occasional display of temper or emotion sufficient to disrupt others and hinder own performance. |
| ATTENDANCE | | Frequent unexcused lateness or absence from work. Very poor attendance record. | Absences or lateness below standards. |
| ALERTNESS | Ability to quickly understand new information and situations. | Very slow to grasp ideas and events. | Usually needs extra instruction. |

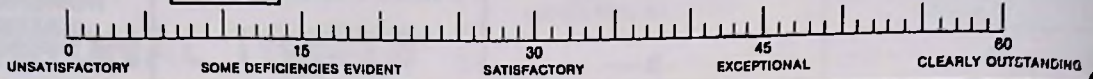
| SATISFACTORY | EXCEPTIONAL | CLEARLY OUTSTANDING | INSERT NUMERICAL RATING (0 THROUGH 4) |
|---|--|---|---------------------------------------|
| 2 | 3 | 4 | |
| Understands job routine. Some knowledge still to be acquired. | Completely understands all aspects of the job. | Understands why all job functions are performed and inter-relationship with other jobs. An expert. | |
| Satisfactory. Meets expectations of average output. | Usually exceeds the norm. A fast worker. | Exceptional producer. Generates maximal output. | |
| Makes average number of mistakes. | Very accurate. Commits few errors. | Extremely accurate. Rarely commits an error. | |
| Usually exercises sound judgment. | Above average reasoning ability. Seldom errs in judgment. | Sustains high level of sound judgment. Decisions usually best under circumstances. | |
| Average number of suggestions for improving methods and procedures. | Often suggests beneficial changes and profit/cost improvements. | Very innovative. Constantly offers imaginative suggestions for improving operations. | |
| Usually properly dressed and groomed. Few poor personal habits. | Rarely exhibits poor appearance or offensive habit. | Always properly dressed for the job. Personal habits are never offensive or in poor taste. | |
| Work sufficiently organized to efficiently perform the job. | Highly organized and efficient worker. Few instances of poor performance from lack of order. | Exceptionally precise in organization work. Has immediate access to anything needed. Extremely efficient. | |
| Observes common courtesies, does not offend. | Very conscientious of other's feelings and rights. Always polite. | Extremely courteous, well mannered and polite. Always considers the comfort and ease of others. | |
| Generally a cooperative person on the job. | Very cooperative. Often offers assistance. Can usually be counted on to help. | Extremely cooperative. Constantly offers aid and always available to help others. | |
| Does not shirk. Voluntarily attempts to solve non-routine job problems as they occur. | Above average. A self starter. Will generally volunteer. | Places highest priority on getting things done. Constantly accepts difficult or unpleasant jobs to achieve goals. | |
| Can be relied on to complete all aspects of job. | Completes work with little supervision. Will complete occasional special projects. | Extremely dependable and trustworthy. Accepts all assignments. Always performs as expected. | |
| Is not stopped by most obstacles, works through them. | Displays sufficient drive to overcome unusually difficult obstacles. | Always displays extreme determination. Will rarely quit until objective is reached. | |
| Even tempered. Absorbs routine pressures of job. | Can tolerate unusual pressure and tension without hindering performance. | Performs consistently and effectively under extreme pressure. Never visibly falters. | |
| Satisfactory attendance record. | Rarely late or absent. | Almost never late or absent. Always accepts overtime work, if offered. | |
| Understands most new ideas and developments without excessive explanation. | Fast learner. Grasps new information quickly. | Extremely bright. Analyzes and understands with minimum of instruction. | |

TOTAL TO TOP OF PAGE 4

Summary Score

TOTAL

(MARK TOTAL NUMERICAL RATING ON SCALE BELOW)



Comment on principal strengths: _____

Comment on principal weaknesses and suggestions for improvement: _____

Has this evaluation been discussed with the employee?

Yes

No

Comments: _____

Your recommendation for present and future job classification: _____

RATED BY (Name and Title): _____

APPROVED BY: _____

Completion of this section by employee, is optional, and subject to the policy of your organization.

I have reviewed this evaluation and I completely understand its contents.

Date _____ **Employee's signature** _____

BOARD OF TRUSTTES
EXECUTIVE MEETING
6:30PM

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

- A. Purchase or Lease of Real Property - Bond Fund Balance
(IC 5-14-1.5-6-(B) (2) (d) (purchases)

- B. Real or Personal Property - Memorial Benches
(IC 20-14-3-4-(b)

BOARD OF TRUSTEES
Regular Meeting for Business
ELWOOD PUBLIC LIBRARY

AGENDA
November 12, 1997
7:00PM

CALL TO ORDER
CALL FOR QUORUM
MINUTES

CLAIMS REGISTER

OLD BUSINESS

NEW BUSINESS

- A. Building Reports
 1. Elwood
 - a. Project bills
 - b. Additional estimate
 - c. Warranty List1
 2. Frankton
 3. Summitville

DIRECTOR'S REPORT

LOURN

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Board of Trustees
Executive Meeting
November 12, 1997
6:30pm

CALL TO ORDER

President Beverly Austin called an executive meeting to order on November 12, 1997 in the Elwood Library meeting room at 6:30pm

CALL FOR QUORUM

Present with Mrs. Austin was Brenda Carey, Sharan Pace, Jerry Kaiser, Pam Bohlander and Barbara Abernathy. Linda Sizelove was absent.

BUSINESS

Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d)

The Warranty List was discussed by board members. Director Wittkamper asked board members how they wanted her to handle the answers we are not happy with. They suggested she write to M. D. Rowe with a copy to InterDesign.

President Austin announced to board members that she will be resigning as a board member as of January 1, 1998. She told them how much she appreciated their hard work and has enjoyed the many years she has served on the board.

Barbara Abernathy
Barbara Abernathy, Sec'y.

Sharan Pace
Jerry Kaiser
Pamela Bohlander

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Regular Meeting For Business
November 12, 1997
7:00pm

CALL TO ORDER

President Beverly Austin called a regular meeting to order at 7:00pm in the Elwood Library meeting room on November 12, 1997.

CALL FOR QUORUM

Present with President Austin were: Pam Bohlander, Barbara Abernathy, Sharan Pace, Jerry Kaiser and Brenda Carey. Linda Sizelove was absent.

MINUTES A motion was made by Pam Bohlander, seconded by Barbara Abernathy to accept the minutes of previous meetings.

CLAIMS REGISTER - Checks were signed by Treasurer Jerry Kaiser and Claims Register signed by board members.

OLD BUSINESS

President Austin asked how the Technology Committee was doing. Director Wittkamper said the committee has not actually met yet but she has asked for ideas from members. The Universal Service Fund information has arrived now and should be looked at carefully because we will be asked to fill out an application form in January for possible grants for Technology. Barbara Abernathy suggested when we have the Internet installed and more computers, we should consider putting one person in charge of technology. Beverly said she will get a copy of the application on the Internet when it becomes available.

Memorial Benches President Austin told board members since they have seen the sketches of benches to be chosen for Mr. Merritt's memorial, would board members make a decision? Barbara Abernathy made a motion that Roger Gregg build two red cedar benches coated for outdoor wear, with the apple shape carved out of the back, with memorial plaques on each affixed appropriately. Pam Bohlander seconded the motion and it passed. President Austin asked that we consider encumbering some of the bond balance funds for cement to be poured for the patio to add a place for the benches to sit.

NEW BUSINESS

Barbara Abernathy made a motion to pay the following invoices from the Bond Fund: Seconded by Jerry Kaiser, the motion passed.

| | | |
|------------------------|-------------|----------|
| Madraz, Inc. | Bike Racks | \$504.69 |
| Demco, Inc. | Book Repair | |
| | Video Set | 103.54 |
| American Time & Signal | Clock | 661.59 |

Invoices, cont'd.

| | | |
|--------------|----------|--------|
| Huntco, Inc. | Ash Urns | 363.00 |
|--------------|----------|--------|

Kathi said she is waiting on estimates for cement for the bike racks and will also get one for the bench area. Board members agree that Sizelove Construction can put this in. Kathi said she is planning with the contractor and trying to avoid putting any cement over lines in the ground. She hopes this can be done this fall.

Warranty List This list was provided by InterDesign Group with responses from M. D. Rowe. The items we will check back on will be Nos. 3,4,7,18,22,23.

Frankton Kathi reported that Frankton had people away from work, sickness and jury duty, but they have been flexible and it has worked out.

Cross training was discussed. President Austin asked that this be done as discussed, especially the branch personnel coming to Elwood.

Kathi announced new hires Kathy Harris and Mary Stout have proved to be good and reliable employees. Barbara Snipes will begin work Monday as part-time custodian.

Kathi said she took our desk-top copier to Summitville for their use. We are at present, getting a proposal from Ramsays for a new copier for Elwood and possibly Summitville if there is money at the end of the year.

There is still shelving being stored in Brenda Carey's barn and Kathi is to make arrangements to have it removed and sold.

NAEIR Kathi has spoken to the Director of the Muncie IMCA who has been happy with his membership to NAEIR, also more people last week who recommended it and also the Better Business Bureau, who has not had complaints. Discussion followed, no action taken.

She asked that board members adopt a new Employee Performance Evaluation for use by Director and supervisors. She stressed the evaluation done by supervisors would not take the place of the Director's evaluation of the employee, but be in addition to. Barbara Abernathy made a motion to accept the evaluation tool. Pam Bohlander seconded and the motion passed with four votes for and one abstain. Pres. Austin asked board members to be prepared to make a decision on the Director and Admin. Ass't. job descriptions. Barbara Abernathy made a motion to accept them. Pam Bohlander seconded and the motion passed. It will be included with the minutes and appended to the Personnel Handbook. Kathi said evaluation for all the staff and possibly job descriptions should be done next month.

Kathi asked board members to look at her Director's Report and

study the standards for public libraries which states that public libraries should be on the Internet by 1999. She feels we need to address standard #4 re:a long range plan, the board as well as the director and feels our automation is right on target.

Pam Bohlander made a motion to adjourn at 8:00pm. Barbara Abernathy seconded.

Sharan Pace
Jerry Kauer
Pamela Bohlander

Barbara Abernathy
Barbara Abernathy, Sec.

ENCUMBERENCE

We would like to encumber \$25,300.00 from the following:

| | | |
|----------------|------------|-------------|
| Account #429.2 | Automation | \$25,322.00 |
|----------------|------------|-------------|

The invoice has not been received from Library Corporation, however the amount was contracted with our automation program last year.

Jan Helpling, Adm.Ass't.

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

CIRCULATION STATISTICS

1998 CALENDAR

| | | |
|--------------------------------------|--------|-----------|
| New Years Day | Thurs. | January 1 |
| President's Day | Thurs. | Feb. 12 |
| Good Friday (Close at noon) | Fri. | April 10 |
| Memorial Day | Mon. | May 25 |
| Independence Day | Sat. | July 4 |
| Labour Day | Mon. | Sept. 7 |
| Thanksgiving Eve Day (Close at noon) | Wed. | Nov. 25 |
| Thanksgiving Day | Thurs. | Nov. 26 |
| Christmas Eve Day | Thurs. | Dec. 24 |
| Christmas Day | Fri. | Dec. 25 |
| Day after Christmas | Sat. | Dec. 26 |
| New Years Eve | Wed. | Dec. 31 |

| | OCT 1996 | OCT 1997 | AMOUNT OF CHANGE | % OF CHANGE | YTD |
|-----------------|--------------|--------------|------------------|-------------|---------------|
| ELWOOD | | | | | |
| ADULT | 2728 | 3214 | +486 | +18% | 39108 |
| JUV. | 2197 | 2535 | +338 | +15% | 25210 |
| Y.A. | 0 | 136 | +136 | +100% | 2318 |
| PER. | 295 | 315 | +20 | +6% | 3581 |
| AUDIO | 92 | 312 | +220 | +240% | 2295 |
| VIDEO | 1495 | 2175 | +680 | +45% | 20949 |
| TOTAL | 7323 | 9259 | +1936 | +26% | 88072 |
| FRANKTON | | | | | |
| ADULT | 1259 | 1124 | -135 | -10% | 11621 |
| JUV. | 792 | 827 | +35 | +4% | 6908 |
| PER. | 246 | 265 | +19 | +7% | 2130 |
| AUDIO | 16 | 6 | -10 | -62% | 69 |
| VIDEO | 1030 | 1013 | -17 | -1% | 9529 |
| TOTAL | 3349 | 3355 | +6 | +0% | 30877 |
| H'BAKER | | | | | |
| ADULT | 648 | 750 | +102 | +16% | 6716 |
| JUV. | 720 | 754 | +34 | +5% | 5173 |
| PER. | 135 | 102 | -33 | -24% | 1093 |
| AUDIO | 0 | 15 | +15 | +100% | 60 |
| VIDEO | 496 | 600 | +104 | +21% | 4559 |
| TOTAL | 1999 | 2221 | +222 | +11% | 17651 |
| SYSTEM | | | | | |
| ADULT | 4635 | 5148 | +513 | +11% | 51445 |
| JUV. | 4315 | 4691 | +376 | +9% | 37191 |
| Y.A. | 0 | 136 | +136 | +100% | 2118 |
| PER. | 676 | 682 | +6 | +1% | 6924 |
| AUDIO | 114 | 339 | +225 | +197% | 1335 |
| VIDEO | 2931 | 3789 | +858 | +29% | 30267 |
| TOTAL | 12671 | 14785 | +2114 | +17% | 139460 |

| | | |
|----------------------|------------------------|-------|
| REFERENCE QUESTIONS | -- (ELWOOD ADULT ONLY) | 115 |
| TRON ASSISTANCE | -- (ELWOOD ADULT ONLY) | 264 |
| COMPUTER USAGE | -- ELW. ADULT | 127 |
| | -- ELW. CHILD. | 176 |
| PATRON COUNT | -- | 8040 |
| PROGRAMS | ELWOOD | F'TON |
| NUMBER OF ATTENDANCE | 21 | 4 |
| | 315 | 23 |
| | | H'BAK |
| | | 0 |
| | | 0 |



STATE OF INDIANA

FRANK O'BANNON, Governor

Charles Ray Ewick, Director

INDIANA STATE LIBRARY

140 North Senate Avenue
Indianapolis, IN 46204-2296
Tel. (317) 232-3675
FAX (317) 232-3728
TDD (317) 232-7763

To: Public Library Directors and Trustees
From: Library Development Office, Indiana State Library
Date: October 20, 1997

The Standards for Public Libraries have been revised. Please note on the enclosed pages that standards are printed in bold.

The Standards were promulgated in a rule-making process that state agencies follow that give the Standards the effect of law. They are to be considered MINIMUM standards. Libraries are encouraged to go beyond the minimum standards to provide a level of service appropriate to each community.

The Standards have been revised by the following process:

- The Public Library Services Committee of the Indiana State Library Advisory Council (ISLAC) revised the Standards. The Committee received recommendations from various library groups, including the Small Libraries Division (ILF) and NILART (Northern Indiana Library Administrators' Round Table).
- An open meeting for librarians and trustees was held on April 2, 1996 to review the first draft of the revised standards. Changes were made based on the comments received. Then ISLAC and the Indiana Library & Historical Board approved the revised Standards.
- As part of the rules promulgation process the Indiana Library & Historical Board published the Standards in the *Indiana Register* and held a public hearing about the Standards on April 10, 1997. The draft of the revised Standards was sent to all public libraries in advance of the hearing. As a result of comments received, the Standards were once again revised. The Indiana Library & Historical Board adopted the Standards, including revisions at their meeting on April 11, 1997.
- The Standards were approved by the Attorney General and the Governor. They became effective on August 25, 1997 after they were filed with the Secretary of State.

- (2) Serving a population from twenty-five thousand one (25,001) to one hundred fifty thousand (150,000):
 - (A) graduation from an accredited college or university;
 - (B) a graduate degree from an ALA accredited library science school; and
 - (C) three (3) years of library experience after completing the graduate degree.
- (3) Serving a population from ten thousand one (10,001) to twenty-five thousand (25,000):
 - (A) graduation from an accredited college or university; and
 - (B) a graduate degree from an ALA accredited library science school.
- (4) Serving a population from five thousand one (5,001) to ten thousand (10,000):
 - (A) a bachelor's degree from an accredited college or university; and
 - (B) at least fifteen (15) semester hours of approved library education, with areas of study to include:
 - (i) selection and evaluation of media;
 - (ii) public library administration;
 - (iii) reference and information sources;
 - (iv) cataloging and organization of materials; and
 - (v) children's materials.
- (5) Serving a population of five thousand (5,000) or fewer:
 - (A) two (2) years of academic education in an accredited college or university; and
 - (B) at least nine (9) additional semester hours of approved library education, with areas of study to include:
 - (i) selection and evaluation of media;
 - (ii) public library administration; and
 - (iii) reference and information sources.
- (6) A permanent certificate, previously issued by the Indiana Library and Historical Board, based on experience and education, or certification examination in lieu of approved library education, meets the requirements for this section.

Standard 9

- (c) The library board shall:
 - (1) classify employees;
 - (2) adopt schedules of salaries; and
 - (3) prescribe duties of employees;
 all with the advice and recommendations of the library director.

Guideline

The following guideline is provided as a suggestion for a higher level of service. Guidelines are not required at this time.

The library director should encourage trustees to participate in at least one seminar or workshop pertinent to their duties each year.

Personnel

The effectiveness of a library in serving its community depends on a staff of well-trained individuals that are committed to the library's goals of service and are sufficient in number to meet those goals. With the vast growth of new knowledge, the demand by patrons for extensive new information, the introduction of new technology, the needs of a population that is increasingly better educated, outreach programs to attract new groups of patrons, and changing trends of service, it is essential that a library have trained library personnel who are given the opportunity to maintain and improve their skills. Library personnel and board are responsible for interpreting the community's information needs and providing effective ways to meet those needs. The library board and administration are responsible for hiring staff with education and experience appropriate to the position's level of responsibility and to provide the staff with personnel policies and operating procedures to enable the staff to meet the community's need for library and information services.

Standard 8

The library board is responsible for hiring a full-time library director with the education and experience required for the size of population served by the library as follows:

- (1) Serving a population greater than one hundred fifty thousand (150,000):
 - (A) graduation from an accredited college or university;
 - (B) a graduate degree from an ALA accredited library science school; and
 - (C) six (6) years of library experience, including at least three (3) years of administrative experience after completing the graduate degree.

Standard 12

All newly constructed and existing library facilities (central buildings and branches) must be in compliance with local, state, and federal building and health and safety codes.

Standard 13

The library must comply with provisions of the federal Americans with Disabilities Act to make its services available to everyone.

Standard 14

Hours of service shall be provided to allow the greatest possible access for the community as follows:

- (1) The library serving a population of fifteen thousand (15,000) or fewer must be open a minimum of twenty (20) hours each week, including at least one (1) evening and some hours on one (1) weekend day.
- (2) The library serving a population between fifteen thousand (15,000) and thirty thousand (30,000) must be open a minimum of forty-five (45) hours each week, including at least two (2) evenings and at least one (1) weekend day.
- (3) The library serving a population over thirty thousand (30,000) must be open a minimum of fifty-five (55) hours each week, including at least three (3) evenings and at least one (1) weekend day.

Services and Resources

A library should provide services and materials that are responsive to the informational, educational, personal, and cultural needs of the community it serves. The community should have maximum accessibility to the resources of its public library. Since no single library can provide all the services and materials its community needs, the resource sharing programs in Indiana enable people to have access to materials and information from all over the state and the nation. For library patrons to have access, however, a library must participate in these programs and publicize their availability.

Standard 10

The library shall have written personnel policies and procedures. Written personnel policies and procedures must address at least the following:

- (1) Employment practices, such as:
 - (A) recruitment;
 - (B) selection; and
 - (C) appointment.
- (2) Personnel actions, such as:
 - (A) placement;
 - (B) performance evaluations;
 - (C) promotions;
 - (D) grievances;
 - (E) disciplinary actions; and
 - (F) personnel records.
- (3) Salary administration.
- (4) Employee benefits.
- (5) Conditions of work.
- (6) Leaves.

Standard 11

The library shall support continuing education for staff and trustees.

Guideline

The following guideline is provided as a suggestion for a higher level of service. Guidelines are not required at this time.

The library should support continuing education for staff and trustees with paid time off and financial assistance for fees, travel, lodging, and related expenses.

Facilities and Accessibility

The physical facility in which the library operates is a crucial determinant of the library's ability to meet community needs. An efficient, well-designed building should be conveniently located, be accessible to all individuals, and provide adequate space and furnishings for materials and services. The library is responsible for maintaining a safe facility for its staff and patrons. The library trustees and director should be aware of local, state and federal building codes which pertain to public buildings.

Implementation Procedure

Minimum standards for Indiana Public Libraries became effective on August 25, 1997. A form will be distributed with the Annual Report form on which the library will certify to the State Library that it meets each standard. If it does not meet all standards the library can request a waiver for those standards it does not meet. That waiver request must be accompanied by a statement of the library's intention and its plan to comply with those standards.

The State Librarian, with the advice of the Public Library Services Committee of the Indiana State Library Advisory Council (ISLAC), will render a written decision within eight weeks of receiving the request. Consideration of the request will include the basis for the request and the plan for compliance.

If the request is denied, the library may appeal the decision by sending a written request for appeal within ten days of receiving the decision. The written request for appeal must be sent to the president of the Indiana Library and Historical Board, with a copy to the State Librarian. The appeal will be heard by the Board at its next regular meeting and written response will be sent to the library within ten days of the hearing. The decision of the Board is final.

Standard 20

The library shall file with the Indiana state library by February 1 of each year an annual report for the preceding calendar year, as of December 31, in the form prescribed by the Indiana state library. Included in the report shall be a statement certifying which standards have been met, including a statement outlining the library's intention and specific measures planned to reach the remaining requirements not met at that time. Any falsification of statements certifying which standards have been met shall result in the library being required to return to the Indiana state library any state or federal funding that was received. (*Indiana Library and Historical Board; 590 IAC 1-1-2.5; filed Mar 17, 1986, 4:00 p. m.; 9 IR 1966; errata, 9 IR 2063; filed Jul 25, 1997, 8:30 a. m.:20 IR 3367*)

Approved by the Indiana Library and Historical Board: April 11, 1997
Approved by the Attorney General: July 8, 1997
Approved by the Governor: July 23, 1997
Filed with the Secretary of State: July 25, 1997

Standard 15

The library shall provide the following minimum services:

- (1) Acquisition, organization, and loan of materials.
- (2) Availability of general collections to the public at all times the library is open.
- (3) A telephone listed in the library's name.
- (4) Interlibrary loan free of charge (other than reimbursement for actual photocopy and postage or freight costs).

Standard 16

The library shall be a member of the Indiana Cooperative Library Services Authority (INCOLSA).

Standard 17

The library shall provide the following:

- (1) Reference services.
- (2) Children's services.
- (3) Library sponsored programming.
- (4) Audiovisual services.
- (5) Special services.

Standard 18

The library shall inform its public of the services available and encourage use of these services.

Standard 19

The library shall provide at least a base level of technology consisting of a computer, modem, fax, printer, and software by January 1, 1998.

The following guideline is provided as a suggestion for a higher level of service. Guidelines are not required at this time.

A library should be connected to the Internet and provide access to a wide variety of electronic resources by January 1, 1999.

Indiana Library and Historical Board

**Standards for Public Libraries
Eligible to Receive State and Federal Funds**

(Effective August 25, 1997)

Purpose

Standards for public libraries are established to encourage local libraries to maintain a minimum level of service and to establish criteria for eligibility to receive state and federal appropriations.

Eligibility to Receive State Funds; Determination

The eligibility of a public library to receive state funds under the provisions of any program for which the Indiana State Library is the administrator shall be determined as follows:

- (a) by compliance with any requirements that may be set forth in state legislation providing for such funds;
- (b) by compliance with Indiana law; and
- (c) by compliance with the standards promulgated by the Indiana Library and Historical Board.

TITLE 590 INDIANA LIBRARY AND HISTORICAL BOARD

Amends 590 IAC 1-1 to revise minimum standards for public libraries and to add new standards. Effective 30 days after filing with the secretary of state.

590 IAC 1-1-0.6
590 IAC 1-1-2.5

The following definitions apply:

- (1) "Accredited college or university" means a college or university that qualifies for membership in the North Central Association of Colleges and Secondary Schools or other regional or national associations of similar rank.
- (2) "Administrative experience" means experience attained as a head librarian/director or by having supervision over and responsibility for the work of other persons.
- (3) "Approved library education" means elementary instruction in library science taken, after completion of two (2) years of academic education, in an institution accredited by the American Library Association (ALA) or approved by the Indiana department of education. Similar approved courses in library science taken outside of Indiana may be accepted.
- (4) "By-laws" mean the rules adopted by the library board for the government of its members and the regulation of its affairs.
- (5) "Certification examination" means an exam given by the Indiana state library to librarians for the purpose of obtaining certification levels.
- (6) "Continuing education" means an approach to education that encourages dynamic and continuous learning.
- (7) "Director" means the librarian who is the administrative head of the library and is responsible to the library board for the operation and management of the library.
- (8) "Evening hours" mean the hours the library is open after 5 p.m.
- (9) "Full-time" means that the director is paid for thirty-five (35) to forty (40) hours per week or, if the library is open fewer than thirty-five (35) hours per week, the director is paid for the number of hours that the library is open.
- (10) "Graduate degree" means completion of at least one (1) year of professional study on the graduate level taken in an accredited library school and validated by a diploma such as the Master of Library Science or Master of Information Science.
- (11) "Indiana cooperative library services authority" or "INCOLSA" means a cooperative, statewide structure for information and resource sharing.
- (12) "Library board" means the fiscal and administrative body of a public library.
- (13) "Population served" means residents or real property taxpayers of the library district taxed for the support of the library.
- (14) "Software" means programs that tell the computer what operations to perform.
- (15) "Special services" means library service for special populations such as the blind, deaf, or physically handicapped.

(Indiana State Library and Historical Board; 590 IAC 1-1-0.6)

Standards for Public Libraries

Governance, Funding, and Administration

The State of Indiana has provided for the establishment, maintenance and development of public libraries and for the public support of library service in Article 14, Title 20 of the Indiana Code. Each library is governed by a board of trustees which is responsible for policy-making and planning based on a knowledge of the community, its service needs and current library standards and trends. The library director is responsible for administering the total library service program and planning for future needs. The primary responsibility for the funding of public library service rests with the community served. Just as planning, policy-making, and programming are community based, tax support for the library's program of service also originates at the local level. State and federal support is intended to supplement rather than replace local effort, and to encourage resource sharing.

Standard 1

The library must operate in compliance with Indiana laws, including the Public Library Law (IC 20-14-2; IC 20-14-6; IC 20-14-7-6), the Indiana Library and Historical Department Law (IC 4-23-7), and other Indiana laws that affect municipal units.

Standard 2

The library must comply with federal laws affecting employment practice and facilities management.

Standard 3

The library board shall be governed by written by-laws that outline its purpose and operational procedures. The library is encouraged to file a current copy with the Indiana State Library.

Standard 4

The library shall have a written long-range plan of service for two (2) to five (5) years, including the following:

- (1) A statement of community needs, goals, and measurable objectives.
- (2) A method for periodic review and evaluation.

Such plans should include participation by the community, library board and staff. The library is encouraged to file a current copy with the Indiana State Library.

Standard 5

The library shall have a written automation plan that conforms with the automation standards in 590 IAC 2 adopted by the Indiana Library and Historical Board. The library is encouraged to file a current copy of its automation/technology plan with the Indiana State Library.

(k) The library board shall adopt the following:

- (1) A written collection development policy.
- (2) Principles of access to all library materials and services.

The library is encouraged to file a current copy with the Indiana State Library.

The following guideline is provided as a suggestion for a higher level of service. Guidelines are not required at this time.

The library board should adopt the principles of the Library Bill of Rights.

Standard 6

The library board and director shall maintain their separate functions as follows:

- (1) The board is responsible for governance.
- (2) The director is responsible for administration.

Standard 7

All library trustees shall follow the principles discussed in current state publications for trustees that are approved by the Indiana State Library.

EMPLOYEE PERFORMANCE EVALUATION

DATE: _____

NAME: _____ JOB LOCATION: _____

JOB TITLE: _____ DATE OF LAST EVALUATION: _____

Please complete this form carefully and thoroughly. Remember its purpose is to:

Provide objective criteria for personnel performance evaluations on a standard basis within your organization.

Compel you to examine *all* of the individual traits affecting employee performance.

Help you to support your conclusion and recommendation for job classification and compensation improvements.

Produce fairer evaluations of employees.

PROCEDURE:

Pages 2 and 3 describe Fifteen personal traits identified with job success or failure. Decide for each, the level at which the employee performed for this rating period. Write the corresponding value number in the rating column. Add the numbers to obtain a total score.

Transfer this total to the rating scale on page 4. This will indicate, and support, your overall opinion of the employee's performance.

Refer back to pages 2 and 3 to comment on the employee's principal strengths and weaknesses. Your comments should be consistent with your rating of individual traits.

Finally, you should describe the employee's reaction to this evaluation, if you discuss it, and make your recommendation for any changes in the employee's job classification or rate of pay.

PERSONAL TRAITS

| | | UNSATISFACTORY | SOME DEFICIENCIES EVIDENT |
|--------------------------------|--|--|--|
| | | 0 | 1 |
| KNOWLEDGE | The blending of job-related education, skills and experience. | Severely lacking in knowledge. | Noticeable deficiencies in job knowledge. |
| QUANTITY | Level of satisfactory output generated per unit of time. | Usually below acceptable standard. | Barely acceptable level of output. A slow worker. |
| ACCURACY | Absence of errors. | Constantly commits errors. | Error level too high. Needs improvement. |
| JUDGMENT | Capacity to make reasonable decisions. | Frequently makes irrational decisions. Poor judgment. | Too often selects wrong alternative. |
| INNOVATION | Imagination and creativity used to lower costs and improve profits. | Never offers a new procedure or new idea. | Rarely suggests new ideas. |
| APPEARANCE & HABITS | Personal habits, clothing and grooming (evaluation should consider the nature of the job). | Frequently offensive. | Occasionally sloppy appearance or display of offensive habits. |
| ORDERLINESS | Organization of the individual's work and work area. | Usually disorderly and chaotic. | Frequently unorganized or work area in disarray. |
| COURTESY | Respect for feelings of others. Politeness on the job. | Frequently rude. Causes noticeable discomfort to others. | Occasionally impolite to coworkers or others. |
| COOPERATION | Willingness to help others accomplish their objectives. | Usually uncooperative. A "roadblock" to coworkers, customers or suppliers. | Too often uncooperative when faced with reasonable requests for assistance. |
| INITIATIVE | Voluntarily starting projects. Attempting non-routine jobs and tasks. | Shows little initiative. Never volunteers. Sticks closely to job routine. | Shows some initiative. Should do more without having to be told. |
| RELIABILITY | Dependability and trustworthiness. | Not reliable. Often fails to deliver a complete job. | Occasionally leaves routine tasks incomplete. |
| PERSEVERANCE | Steadfast pursuit of job objectives when faced with unexpected obstacles. | Frequently quits when faced with unexpected obstacles. | Is sometimes deterred by obstacles which should be overcome. |
| STABILITY | Even temperament. Acceptance of unavoidable tension and pressure. | Volatile, inconsistent personality. Disrupts work environment. | Occasional display of temper or emotion sufficient to disrupt others and hinder own performance. |
| ATTENDANCE | | Frequent unexcused lateness or absence from work. Very poor attendance record. | Absences or lateness below standards. |
| ALERTNESS | Ability to quickly understand new information and situations. | Very slow to grasp ideas and events. | Usually needs extra instruction. |

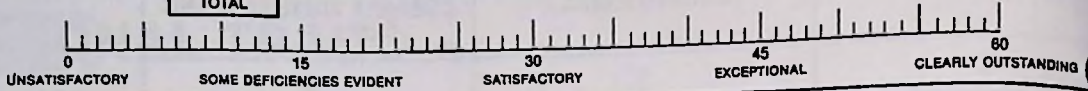
| | SATISFACTORY | EXCEPTIONAL | CLEARLY OUTSTANDING | INSERT NUMERICAL RATING (0 THROUGH 4) |
|--|---|--|---|---------------------------------------|
| | 2 | 3 | 4 | |
| | Understands job routine. Some knowledge still to be acquired. | Completely understands all aspects of the job. | Understands why all job functions are performed and inter-relationship with other jobs. An expert. | |
| | Satisfactory. Meets expectations of average output. | Usually exceeds the norm. A fast worker. | Exceptional producer. Generates maximal output. | |
| | Makes average number of mistakes. | Very accurate. Commits few errors. | Extremely accurate. Rarely commits an error. | |
| | Usually exercises sound judgment. | Above average reasoning ability. Seldom errs in judgment. | Sustains high level of sound judgment. Decisions usually best under circumstances. | |
| | Average number of suggestions for improving methods and procedures. | Often suggests beneficial changes and profit/cost improvements. | Very innovative. Constantly offers imaginative suggestions for improving operations. | |
| | Usually properly dressed and groomed. Few poor personal habits. | Rarely exhibits poor appearance or offensive habit. | Always properly dressed for the job. Personal habits are never offensive or in poor taste. | |
| | Work sufficiently organized to efficiently perform the job. | Highly organized and efficient worker. Few instances of poor performance from lack of order. | Exceptionally precise in organization work. Has immediate access to anything needed. Extremely efficient. | |
| | Observes common courtesies, does not offend. | Very conscientious of other's feelings and rights. Always polite. | Extremely courteous, well mannered and polite. Always considers the comfort and ease of others. | |
| | Generally a cooperative person on the job. | Very cooperative. Often offers assistance. Can usually be counted on to help. | Extremely cooperative. Constantly offers aid and always available to help others. | |
| | Does not shirk. Voluntarily attempts to solve non-routine job problems as they occur. | Above average. A self starter. Will generally volunteer. | Places highest priority on getting things done. Constantly accepts difficult or unpleasant jobs to achieve goals. | |
| | Can be relied on to complete all aspects of job. | Completes work with little supervision. Will complete occasional special projects. | Extremely dependable and trustworthy. Accepts all assignments. Always performs as expected. | |
| | Is not stopped by most obstacles, works through them. | Displays sufficient drive to overcome unusually difficult obstacles. | Always displays extreme determination. Will rarely quit until objective is reached. | |
| | Even tempered. Absorbs routine pressures of job. | Can tolerate unusual pressure and tension without hindering performance. | Performs consistently and effectively under extreme pressure. Never visibly falters. | |
| | Satisfactory attendance record. | Rarely late or absent. | Almost never late or absent. Always accepts overtime work, if offered. | |
| | Understands most new ideas and developments without excessive explanation. | Fast learner. Grasps new information quickly. | Extremely bright. Analyzes and understands with minimum of instruction. | |

TOTAL TO TOP OF PAGE 4

Summary Score

TOTAL

(MARK TOTAL NUMERICAL RATING ON SCALE BELOW)



Comment on principal strengths: _____

Comment on principal weaknesses and suggestions for improvement: _____

Has this evaluation been discussed with the employee? Yes No

Comments: _____

Your recommendation for present and future job classification: _____

RATED BY (Name and Title): _____

APPROVED BY: _____

Completion of this section by employee, is optional, and subject to the policy of your organization.

I have reviewed this evaluation and I completely understand its contents.

Date _____ Employee's signature _____

EXPENDITURES TO BE ALLOWED

NORTH MADISON COUNTY PUBLIC LIBRARY

124 NORTH 16TH STREET

ELWOOD, IN 46036-1598

11 NOV 97

PAGE 1

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|------------------------------|
| | | -PAID AFTER BOARD MEETING- | | | |
| 016752 | 00745 | SAM'S CLUB | 25.00 | 08-OCT-97 | MEMBERSHIP - 9-27-97 TO 9-27 |
| PAYROLL | 00746 | PAYROLL | 11653.11 | 01-OCT-97 | CHECKS 004632-004653 |
| PAYROLL | 00747 | PAYROLL DEDUCTIONS | -4763.92 | 01-OCT-97 | CHECKS 004632-004653 |
| PAYROLL | 00748 | PAYROLL | 11576.46 | 13-OCT-97 | CHECKS 004654-004674 |
| PAYROLL | 00749 | PAYROLL DEDUCTIONS | -4748.42 | 13-OCT-97 | CHECKS 004654-004674 |
| 016753 | 00750 | MARVIN SAUBERT | 30.00 | 13-OCT-97 | LAWN CARE - SUMMITVILLE |
| 016754 | 00751 | FOIL | 13.00 | 13-OCT-97 | REGISTRATION - WKSP-11-22-97 |
| 016755 | 00752 | RALPH WALEY | 51.25 | 13-OCT-97 | MILEAGE |
| 016756 | 00753 | DOVER PUBLICATIONS, INC | 69.40 | 13-OCT-97 | SUPPLIES |
| XXXX | 00754 | UPPTS | 3089.17 | 13-OCT-97 | FED. & FICA TAXES - 10-15-97 |
| 016757 | 00755 | MADISON COUNTY SCHOOL | 1399.86 | 15-OCT-97 | CREDIT UNION DED. - P/R 10-1 |
| 016758 | 00756 | INDIANA DEFERRED COMP | 215.00 | 15-OCT-97 | ANNUITY DEDUCTIONS - P/R 10- |
| XXXX | 00757 | UNIVERSITY BOOK SERVICE | .00 | 15-OCT-97 | CORRECT ACCT.-VOUCHER#00124 |
| PAYROLL | 00758 | PAYROLL | 11442.50 | 29-OCT-97 | CHECKS 004676-004696 |
| PAYROLL | 00759 | PAYROLL DEDUCTIONS | -4732.18 | 29-OCT-97 | CHECKS 004676-004696 |
| XXXXXXXXXX | 00760 | ETPS | 3055.25 | 29-OCT-97 | FICA & FED. TAX - P/R 10-29- |
| 016760 | 00761 | INDIANA DEPARTMENT OF | 1380.75 | 29-OCT-97 | STATE & COUNTY TAX - OCTOBER |
| 016762 | 00762 | MADISON COUNTY SCHOOL | 1414.62 | 29-OCT-97 | CREDIT UNION DEDUCT.-P/R 10- |
| 016763 | 00763 | INDIANA DEFERRED COMP | 215.00 | 29-OCT-97 | ANNUITY DEDUCTIONS - P/R 10- |
| 016764 | 00764 | CITY OF ELWOOD NON-REV | 776.92 | 29-OCT-97 | HEALTH INS. PREM/NOV.-1 FAM. |
| 016765 | 00765 | PUBLIC EMP. RETIREMENT | 6920.64 | 29-OCT-97 | SRD. QTR. REPORT - PERF |
| 016766 | 00766 | AMERICAN ELECTRIC POWE | 2167.85 | 29-OCT-97 | ELEC. - ELWOOD, SUMMITVILLE |
| 016767 | 00767 | CITY WATER & SEWER S | 131.44 | 29-OCT-97 | WATER - ELWOOD |
| 016768 | 00768 | INDIANA-AMERICAN WATER | 42.53 | 29-OCT-97 | WATER - SUMMITVILLE |
| 016769 | 00769 | INCUBA | 8.00 | 29-OCT-97 | REBOIS./BOOKSHPNG WKSP. 11- |
| 016770 | 00770 | INCUBA | 100.00 | 29-OCT-97 | AUTOMATED STS.WKSP. - (2) |
| 016771 | 00771 | DEBITA BOND | 21.00 | 29-OCT-97 | MILEAGE |
| 016772 | 00772 | CENTRAL IND.COMPUTER C | 400.00 | 29-OCT-97 | SERV. CONTRACT FOR AUG. & SE |
| | | --TOTAL-- | 41002.33 | | |
| | | -CURRENT EXPENDITURES- | | | |
| XXXX | 00003 | INDIANA GAS COMPANY | 140.22 | 12-NOV-97 | GAS - ELWOOD, SUMMITVILLE |
| XXXX | 00026 | ETPS | 3028.06 | 12-NOV-97 | ELEC.TAX PMT.-PBD. & FICA,P/ |
| PAYROLL | 00025 | PAYROLL DEDUCTIONS | -4791.31 | 12-NOV-97 | CHECKS 004699-004720 |
| PAYROLL | 00024 | PAYROLL | 11177.70 | 12-NOV-97 | CHECKS 004699-004720 |
| 016773 | 00076 | ALICE THOMAS | 28.00 | 12-NOV-97 | LAST BOOK PD. - POUND |
| 016774 | 00027 | MADISON COUNTY SCHOOL EMPLOY | 1407.23 | 12-NOV-97 | CR. UN. DEDUCTIONS - P/R 11- |
| 016775 | 00028 | INDIANA DEFERRED COMPENSATIO | 215.00 | 12-NOV-97 | ANNUITY DEDUCTIONS |
| -016776 | 00077 | AMERICAN LIBRARY ASSOCIATION | 244.79 | 12-NOV-97 | BOOKS - ELWOOD |
| -016777 | 00078 | AMERICA | 348.38 | 12-NOV-97 | TELE. - ELWOOD, SUMMITVILLE |
| -016778 | 00079 | HILL | 51.19 | 12-NOV-97 | SUBSCRIP. & BOOK |
| -016779 | 00080 | AMERICA'S GOLD FRAME | 1957.00 | 12-NOV-97 | FRAMES - STERLE PAINTINGS |
| -016780 | 00081 | AUSTIN BOOK SALES | 31.90 | 12-NOV-97 | BOOKS - SUMMITVILLE |
| -016781 | 00082 | ADDD VISUAL COMMUNICATIONS | 99.00 | 12-NOV-97 | SERV. AGREE. - NOV. |
| -016782 | 00083 | BAKER & TAYLOR BOOKS | 6612.66 | 12-NOV-97 | BOOKS, ELWOOD, FRANKTON, SUM |
| -016783 | 00084 | BARBARA SCADAM | 49.18 | 12-NOV-97 | PUTTY CASH REIMBURSEMENT |

EXPENDITURES TO BE ALLOWED

NORTH MADISON COUNTY PUBLIC LIBRARY

124 NORTH 16TH STREET

ELWOOD, IN 46036-1598

11 NOV 97

PAGE 2

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|-------------------------------|
| 016784 | 00785 | BAUERS | 3.70 | 12-NOV-97 | SUPPLIES - FRANKTON |
| 016785 | 00786 | BINGHAM, FARRER & WILSON | 436.00 | 12-NOV-97 | LEGAL SERVICES |
| 016786 | 00787 | BLACKBIRCH MARKETING, INC | 47.85 | 12-NOV-97 | BOOKS - SUMMITVILLE |
| 016787 | 00788 | BRODERBUND SOFTWARE | 234.03 | 12-NOV-97 | BOOKS - ELWOOD |
| 016788 | 00789 | CAROLYN LAMBERTSON | 15.00 | 12-NOV-97 | MILEAGE |
| 016789 | 00790 | DEMCO | 510.74 | 12-NOV-97 | BOOK TRUCK, SUPPLIES |
| 016790 | 00791 | ELWOOD HIGH SCHOOL | 31.30 | 12-NOV-97 | YEARBOOK - ELWOOD |
| 016791 | 00792 | FILIP, INC. | 22.65 | 12-NOV-97 | CUSTODIAL SUPPLIES |
| 016792 | 00793 | GALE RESEARCH | 272.42 | 12-NOV-97 | BOOKS - ELWOOD |
| 016793 | 00794 | GARETH STEVENS | 77.70 | 12-NOV-97 | BOOKS - SUMMITVILLE |
| 016794 | 00795 | GAYLORD BROS. | 145.21 | 12-NOV-97 | SUPPLIES |
| 016795 | 00796 | GLENNA STEWART | 14.75 | 12-NOV-97 | MILEAGE |
| 016796 | 00797 | KATHLEEN C. ZELEZEN | 24.00 | 12-NOV-97 | VIDEO - ELWOOD |
| 016797 | 00798 | HOUSE OF IVY | 27.25 | 12-NOV-97 | ARRANGS./BROCHER |
| 016798 | 00799 | H.W.WILSON COMPANY | 394.00 | 12-NOV-97 | BOOKS - ELWOOD |
| 016799 | 00800 | HORTON'S & SONS OF ELWOOD | 45.58 | 12-NOV-97 | CUSTOD. SUPPLIES |
| 016800 | 00801 | INGRAM DISTRIBUTION GROUP IN | 309.58 | 12-NOV-97 | BOOKS, VIDEOS, ELWOOD, FRANK |
| 16809 | 00813 | MUNCIE OFFICE SUPPLY | 70.00 | 12-NOV-97 | SUPPLIES |
| 16810 | 00814 | NATIONAL GENEALOGICAL SOCIET | 97.50 | 12-NOV-97 | BOOKS - ELWOOD |
| 16811 | 00815 | NATIONAL LIBRARY OF POETRY | 56.95 | 12-NOV-97 | BOOK - ELWOOD |
| 16812 | 00816 | NEWS-SUN, THE | 50.70 | 12-NOV-97 | SUBSCRIP.-SEE LIBRARY |
| 16813 | 00817 | OLYMPIA HOUSE | 29.45 | 12-NOV-97 | BOOK - FRANKTON |
| 16814 | 00818 | FOZK | 163.30 | 12-NOV-97 | BOOK - SEE LIBRARY |
| 16815 | 00819 | QUILL CORPORATION | 259.46 | 12-NOV-97 | OFFICE SUPPLIES, EQUIP. |
| 16816 | 00820 | TOWN OF FRANKTON | 71.81 | 12-NOV-97 | UTILITIES - FRANKTON |
| 16817 | 00821 | UNITCO RENTAL SERVICES | 31.00 | 12-NOV-97 | CUSTODIAL SUPPLIES |
| 16818 | 00822 | UPDEGRAFF FURNITURE | 129.95 | 12-NOV-97 | PWT. FOR GLIDER-ROCKER/CHILD |
| 16819 | 00823 | WINTERS PUBLISHING | 12.85 | 12-NOV-97 | BOOK - FRANKTON |
| 016824 | 00805 | LIBRARY CORPORATION, THE | 163.00 | 12-NOV-97 | SUPPLIES |
| 016825 | 00806 | LEISURE ARTS | 29.44 | 12-NOV-97 | BOOK - FRANKTON |
| 016826 | 00807 | LIBRARY STORE INC., THE | 349.05 | 12-NOV-97 | SUPPLIES |
| 016827 | 00808 | MATT SMITH | 20.00 | 12-NOV-97 | GRASS TRIM. |
| 016828 | 00809 | MCI | 11.76 | 12-NOV-97 | TELE. - ELWOOD |
| 016829 | 00810 | MIDWEST LIBRARY SALES | 219.73 | 12-NOV-97 | BOOKS - CHILDREN |
| 016830 | 00811 | NICHIE | 140.81 | 12-NOV-97 | BOOKS - ELWOOD |
| 16831 | 00812 | MIDWEST TAPE | 163.55 | 12-NOV-97 | VIDEOS - ELWOOD, FRANKTON |
| 016832 | 00838 | MARVIN SAUBERT | 97.21 | 12-NOV-97 | LAWN MAINT. - SUMMITVILLE |
| 16833 | 00840 | STATE CHEMICAL MANUFACTURING | 234.92 | 12-NOV-97 | MAINTENANCE SUPPLIES |
| 016834 | 00839 | RAMSAY BUSINESS PRODUCTS | 382.71 | 12-NOV-97 | OFFICE SUPPLIES |
| 016835 | 00802 | JANE A. BECKLEY | 2000.00 | 12-NOV-97 | LEASE PMT. - FRANKTON (DEC.) |
| 16836 | 00841 | TIPTON COUNTY HISTORICAL SOC | 23.00 | 12-NOV-97 | BOOK - ELWOOD |
| 16837 | 00842 | POSTMASTER | 36.00 | 12-NOV-97 | STAMPS |
| 016838 | 00804 | K MART | 194.55 | 12-NOV-97 | BOOKS, VIDEOS, SUPPLIES - SUM |
| 016839 | 00820 | INDIANA GAS COMPANY | 454.61 | 12-NOV-97 | GAS - ELWOOD, SUMMITVILLE |
| 016840 | 00830 | AT&T | 21.76 | 12-NOV-97 | TELE. - ELWOOD |
| 016841 | 00831 | BUNNETTE - BELLINGER INC. | 7925.00 | 12-NOV-97 | INS.COVERAGE - W/C AUDIT CHG |
| 016842 | 00832 | CAROLYN LAMBERTSON | 47.85 | 12-NOV-97 | PETTY CASH REIMBURSEMENT |
| 016843 | 00833 | EDWARDS ELECTRICAL & MECHAN | 387.00 | 12-NOV-97 | PREVENT.MAINTENANCE |

EXPENDITURES TO BE ALLOWED

----- NORTH MADISON COUNTY PUBLIC LIBRARY -----

124 NORTH 16TH STREET
ELWOOD, IN 46036-1598
11 NOV 97

PAGE 3

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------|--------------|------------------------------|------------------------------|------------|------------------|
| 016841 | 00834 | GTE NORTH INDIANA OPERATIONS | 120.52 | 12-NOV-97 | TELE. - FRANKTON |
| 016842 | 00835 | INDYNET | 15.00 | 12-NOV-97 | INTERNET CHG. |
| 016843 | 00836 | K MART | 13.98 | 12-NOV-97 | SUPPLIES |
| 016844 | 00837 | QUILL CORPORATION | 16.85 | 12-NOV-97 | SUPPLIES |
| --TOTAL-- | | | 39218.37 | | |
| | | | 39108.15 | | |
| PRIOR MONTH TOTALS | | | 42002.53 | | |
| CURRENT MONTH TOTALS | | | 39218.37 39108.15 | | |
| GRAND TOTALS | | | 81250.90 81110.68 | | |

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS, CONSISTING OF 3 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF ~~81250.90~~. DATED 12-NOV-97.
81110.68

James J. Kaiser Brenda J. Camp
Beverly J. Austin Sharon Pace
Amela Bollander _____
Barbara Abernathy _____

BOARD OF TRUSTEES
EXECUTIVE MEETING
6:30PM

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

- A. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d)
- B. Real or Personal Property - Memorial Benches
(IC 20-14-3-4-(b)

BOARD OF TRUSTEES
Regular Meeting for Business
ELWOOD PUBLIC LIBRARY
AGENDA
December 10, 1997
7:00PM

CALL TO ORDER
CALL FOR QUORUM
MINUTES

CLAIMS REGISTER

OLD BUSINESS

- A. NAEIR
- B. Wage Scale/PT Benefits
- C. Snyder Bequest

NEW BUSINESS

- A. Building Reports
 - 1. Elwood
 - 2. Frankton
 - 3. Summitville
- B. Appropriation Changes
- C. 1998 Calendar

DIRECTOR'S REPORT

ADJOURN

North Madison County Public Library System

1600 Main Street

Elwood, Indiana 46036

(765) 552-5001
FAX (765) 552-0955

FAX TRANSMITTAL PAGE

DATE: Dec 5, 1997

TO: Anderson Herald

FROM: Diana Shepard / Jim Helpling

FAX: _____

FAX: _____

TOTAL NUMBER OF PAGES (including this cover page) - 2

Re: Please publish notice of meeting on Saturday or
Monday. Thank you.

If you have any problems, please contact our Library at (765) 552-5001.

North Madison County Public Library System

1600 Main Street

Elwood, Indiana 46036

(765) 552-5001
FAX (765) 552-0955

FAX TRANSMITTAL PAGE

DATE: Dec. 5, 1997

TO: Sandy Burton

FROM: Diana Shepard / Gen. Helping

FAX: _____

FAX: _____

TOTAL NUMBER OF PAGES (including this cover page). 2

Re: Sandy - Please publish notice of meeting Sat. or
Mon. Thank you.
ds JA

If you have any problems, please contact our Library at (765) 552-5001.

BOARD OF TRUSTEES
EXECUTIVE MEETING
6:30PM

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

- A. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d))
- B. Real or Personal Property - Memorial Benches
(IC 20-14-3-4-(b))

BOARD OF TRUSTEES
Regular Meeting for Business
ELWOOD PUBLIC LIBRARY
AGENDA
December 10, 1997
7:00PM

CALL TO ORDER
CALL FOR QUORUM
MINUTES

CLAIMS REGISTER

OLD BUSINESS

- A. NAEIR
- B. Wage Scale/PT Benefits
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NEW BUSINESS

- A. Building Reports
 - 1. Elwood
 - 2. Frankton
 - 3. Summitville
- B. Appropriation Changes
- C. 1998 Calendar

DIRECTOR'S REPORT

ADJOURN

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING FOR BUSINESS
December 10, 1997

CALL TO ORDER

A regular meeting for business was called to order at 7:00pm in the meeting room of the Elwood Public Library by Acting President Pam Bohlander.

CALL FOR QUORUM

Present also were Barbara Abernathy, Sharan Pace, Jerry Kaiser, Director Kathi Wittkamper, Admin. Asst. Jan Helpling, Leasing Corp. members Don Hill and Mike Williams and Elwood Call-Leader reporter Brian Hamilton.

MINUTES

Minutes were approved with a motion from Barbara Abernathy seconded by Sharan Pace and passed.

CLAIMS REGISTER & CHECKS

Claims Register was signed by board members and checks signed by Treasurer Jerry Kaiser.

OLD BUSINESS

NAEIR Director Wittkamper asked the board to consider a membership in NAEIR. She feels this centennial year the library will be able to take advantage of many things from this company and the membership will be worthwhile. The cost is \$575.00 for five catalog and five on-site visits. After discussion, Sharan Pace made a motion to buy a membership for \$375.00 this year. Barbara Abernathy seconded and it passed - two votes for and one against.

Wage Scale - Pt. time Benefits Jan and Kathi asked board members to consider giving benefits back to part-time people because of the difficulty in record-keeping. Board members felt that the decision should stay the same, that is, part-time employees hired after May 14, 1997 do not earn benefits. Those before will be grandfathered. Employees who go from full to part-time employees will continue to receive benefits (as stated in the Personnel Policy.) Kathi will amend the policy.

Snyder Bequest Kathi explained she would like to invest the stock bequest amount in the Madison County Community Foundation to begin an endowment for the library. She has tried to encourage a Friends group and also a guild with no success and feels this is one alternative to broadening financial support for the system. Her goal was to find a financial device to start a permanent endowment which would have a return. Dave Hurst suggested investigating a community foundation. She feels choices

are limited to either the foundation or the library gift fund. Kathi feels it would also be a way to have matching funds for grants. She explained the library fund would not receive interest income until the endowment principle reached \$1,000.00. Sharan Pace stated she would like to see the stock sold and put in the gift fund. Barbara Abernathy said she agreed and would like to see the money invested in a CD if the SBOFA said it was legal. Other board members agreed.

NEW BUSINESS

Kathi reported on building problems. The temperature control of the building is better. Mechanical problems were in the duct work(dampers). We now have a contract for mechanical maintenance with Edwards but they will not maintain the computer part. Johnson Controls will write a recommendation for the computer part for now and later possibly include mechanical and computer when the other contract runs out. Flooring and landscaping is being addressed by the contractor. M. D. Rowe was informed we would take legal action if these things are not fixed to our satisfaction.

Frankton is having trouble getting their computers going. Summitville is having photo-copier troubles. Plans are in the works to get a new photo-copier.

Jan presented a bill from Demco, Inc. for 4 book trucks ordered out of the Bond Fund for \$683.75. Barbara Abernathy made a motion to pay the bill, Sharan Pace seconded and passed.

An Appropriation Transfer was presented to board members by Jan. Motion was made to transfer funds as listed by Jerry Kaiser, seconded by Barbara Abernathy and passed.

A motion was made to encumber \$25,322.00 from Account 429.1 to pay for the balance of the automation this year by Barbara Abernathy, seconded by Sharan Pace and passed.

The 1998 Calendar was presented by Kathi. Since Christmas Day is Friday in 1998, Kathi asked that the library close on Saturday. Barbara Abernathy made a motion the library close on Dec. 26, Sharan Pace seconded and passed. The calendar was accepted for 1998.

Kathi asked board members to allow her to hire a part-time clerk with money saved in the budget by hiring a part-time custodian instead of full-time. Board members felt she should wait for awhile before hiring anyone else.

Sharan Pace said she has been told Summitville needs a fourth staff person, that a student page had been suggested. Kathi stated the statistics do not support another employee and that at present they have extra help to cover the recent sick time and jury duty days needed. She said she would look into man hours, etc. and discuss it later with the board.

A request has been made by an employee to hold vacation hours over her anniversary date over and above the allotted hours in the Personnel Policy. Board members decided this exception could not be made.

Ink-Water-Color Drawings of the Carnegie building and the new library building by Anna May McQuitty were shown to board members. The pictures were commissioned by Mr. Clifford Brugger and donated to the library. He also donated \$100.00 to frame the pictures.

Barbara Abernathy made a motion to adjourn the meeting. It was seconded by Sharan Pace and passed.

Barbara Abernathy Sec'y
 Barbara Abernathy, Sec'y.

Linda Taylor

Sharan Pace

APPROPRIATION RESOLUTION

WHEREAS, it has been determined that it is now necessary to transfer money that was appropriated in the annual budget for the various functions of the North Madison County Public Library System; Now, therefore:

Sec. 1. Whereas, it has been shown that certain existing appropriationa now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts.

LIBRARY OPERATING FUND

| | | |
|-------|-------------------------|-------------|
| 443.1 | Adult Books | 150.00 |
| 411.3 | Salary of Janitor | \$ 9800.00 |
| 413.1 | Employers Share - FICA | 400.00 |
| 413.3 | Employers Contrib.-PERF | 900.00 |
| 413.7 | Other Employee Benefits | 500.00 |
| 421.3 | Stationery & Printing | 400.00 |
| 422.1 | Clean. & Sani. Supplies | 250.00 |
| 423.1 | Bldg. Mat'l. & Supplies | 300.00 |
| 423.5 | Repair Parts | 300.00 |
| 431.1 | Consulting Service | 1000.00 |
| 431.5 | Legal Services | 4150.00 |
| 432.1 | Tele. & Tele. | 1150.00 |
| 432.7 | Professional Meetings | 800.00 |
| 435.1 | Gas | 1900.00 |
| 435.7 | Wast Disposal Serv. | 400.00 |
| 436.1 | Bldg. & Structures | 500.00 |
| 436.3 | Repair of Equip. | 700.00 |
| 443.7 | Summitville Books | 1650.00 |
| 423.3 | Paint & Ptg. | 50.00 |
| 432.3 | Postage | 100.00 |
| 437.3 | Equip. Rent | 100.00 |
| | | \$ 25500.00 |

Sec. 2 Be it resolved by the Library Board of the North Madison County Public Library System, Madison County, Indiana that for the expenses of the Public Library the following sums of money are hereby appropriated and ordered set apart of the funds herein specified, subject to the laws governing the same.:

| | | |
|-------|--------------------------|---------|
| 411.2 | Salary of Assistants | 2100.00 |
| 421.1 | Official Records | 250.00 |
| 421.9 | Other Office Supplies | 500.00 |
| 422.9 | Other Operating Supplies | 1850.00 |
| 423.9 | Other Repair & Maint. | 150.00 |
| 431.9 | Other Professional Serv. | 1500.00 |
| 432.5 | Traveling Expense | 300.00 |
| 433.1 | Ad. & Pub. of Notices | 100.00 |
| 434.3 | Other Insurance | 350.00 |
| 435.3 | Electricity | 7000.00 |
| 439.2 | Taxes & Assess. | 2400.00 |
| 441 | Land, Bldg., Improve. | 1000.00 |
| 442 | Furniture & Equipment | 6600.00 |
| 435.5 | Water | 900.00 |

Continued, Appropriations

| | | |
|-------|-----------------|--------------------|
| 443.5 | Frankton Books | 100.00 |
| 445.3 | Frankton Videos | 200.00 |
| 444 | Periodicals | 200.00 |
| | Total | \$ 25500.00 |

Appropriation resolution
December 10, 1997

Presented to the North Madison County Public Library System Board of Trustees, read in full and adopted this 10th day of Dec. 1997, by the following Aye and Nay votes.

AYE

NAY

Amela Ballard
Barbara Abernathy
Sharon Pace
Jimmy J. Kaiser

ATTEST:

Barbara Abernathy
Barbara Abernathy, Secretary
Library Board of Trustees

| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|------------------------------|
| | | -PAID AFTER BOARD MEETING- | | | |
| 016844 | 00837 | QUILL CORPORATION | 16.25 | 12-NOV-97 | SUPPLIES |
| 016832 | 00838 | MARVIN SAUBERT | 97.21 | 12-NOV-97 | LAWN MAINT. - SUMMITVILLE |
| 016833 | 00839 | RAMSAY BUSINESS, PRODUC | 382.71 | 12-NOV-97 | OFFICE SUPPLIES |
| 016833 | 00840 | STATE CHEMICAL MANUPAC | 234.92 | 12-NOV-97 | MAINTENANCE SUPPLIES |
| 016834 | 00841 | TIPTON COUNTY HISTORIC | 23.00 | 12-NOV-97 | ESCK - ELWOOD |
| 016835 | 00842 | POSTMASTER | 36.00 | 12-NOV-97 | STAMPS |
| 016544 | 00843 | MIDWEST TAPE | .00 | 14-NOV-97 | CORRECTION/ACCOUNTS |
| XXXX | 00844 | K MART | .00 | 14-NOV-97 | ACCOUNT CORRECTION |
| VOID | 00845 | INCOLSA | -100.00 | 14-NOV-97 | VOID CK.#015770, VOUCHER 770 |
| XXXX | 00846 | STAR FINANCIAL BANK | 80000.00 | 20-NOV-97 | TRANS.FROM INVEST.TO OPER.ED |
| XXX | 00847 | STAR FINANCIAL BANK | 7.61 | 20-NOV-97 | CHECKS PRINTED |
| 1018 | 00848 | MY COUNTRY STORE | -369.00 | 20-NOV-97 | WRG. BK. - CORRECT |
| 1018 | 00849 | MY COUNTRY STORE | 369.00 | 20-NOV-97 | CORRECT BANK NO. |
| 1019 | 00850 | S & J FOUR SEASONS AWA | -175.00 | 20-NOV-97 | CORRECT BANK NO. |
| 1019 | 00852 | S & J FOUR SEASONS AWA | 175.00 | 20-NOV-97 | WRG. BK. NO. |
| 1020 | 00853 | TRACI RODARTE - FLOUR | -150.00 | 20-NOV-97 | WRONG BANK NO. |
| 1020 | 00854 | TRACI RODARTE - FLOUR | 150.00 | 20-NOV-97 | RECEPTION CAKE |
| 1121 | 00855 | TRI-COUNTY BUILDERS SU | -910.00 | 20-NOV-97 | WRONG BK. NO. |
| 1121 | 00856 | TRI-COUNTY BUILDERS SU | 910.00 | 20-NOV-97 | BRICK PROJECT PAYMENT |
| CHARGE | 00857 | WAL-MART | 23.38 | 20-NOV-97 | CHARGE CARD PURCH.-DIST.8 SU |
| CHARGE | 00858 | GORDON FOODS | 44.65 | 20-NOV-97 | CHARGE CARD - DIST. 8 SUPPLI |
| CHARGE | 00859 | WEIJER, INC. | 51.71 | 20-NOV-97 | CHARGE CARD - DIST. 8 SUPPLI |
| 016845 | 00860 | LIBRARY CORPORATION, T | 4163.00 | 26-NOV-97 | PAC LICENSE & SUPPORT |
| 016846 | 00861 | DIANA SHEPARD | 42.70 | 26-NOV-97 | PETTY CASH REIMBURSEMENT |
| 016812 | 00862 | NEWS-SUN, THE | -50.70 | 26-NOV-97 | VOID CHECK - WRONG AMT. |
| 016847 | 00863 | NEWS-SUN, THE | 6.75 | 26-NOV-97 | CARD OF THANKS. BILLING CHG. |
| 016848 | 00864 | INDIANA-AMERICAN WATER | 34.63 | 26-NOV-97 | WATER - SUMMITVILLE |
| 016849 | 00865 | AMERICAN ELECTRIC POWE | 1002.50 | 26-NOV-97 | ELEC. - ELWOOD |
| 016850 | 00866 | SHARON FOUTS | 36.75 | 26-NOV-97 | MILEAGE |
| 016852 | 00867 | DICK'S LOCKSMITHING | 11.00 | 26-NOV-97 | CUT KEYS & REPAIR LOCK |
| PAYROLL | 00868 | PAYROLL | 11774.00 | 26 NOV 97 | CHECKS 004721-004743 |
| PAYROLL | 00869 | PAYROLL DEDUCTIONS | -4785.82 | 26 NOV 97 | CHECKS 004721-004743 |
| XXXXXXX | 00870 | STAR FINANCIAL BANK | 3112.34 | 26-NOV-97 | FICA & FED. TAX - P/R 11-26- |
| 016854 | 00871 | INDIANA DEPARTMENT OF | 923.79 | 26-NOV-97 | STATE & COUNTY TAXES - NOV. |
| 016855 | 00872 | MADISON COUNTY SCHOOL | 1407.23 | 26-NOV-97 | CREDIT UNION DEDUCT - P/R 11 |
| 016856 | 00873 | INDIANA DEFERRED COMPE | 215.00 | 26-NOV-97 | ANNUITY DEDUCTIONS - P/R 11- |
| 016856 | 00874 | CITY OF ELWOOD NON-REV | 776.92 | 26-NOV-97 | HEALTH INS. PREM. - NOVEMBER |
| 016857 | 00875 | POSTMASTER | 200.00 | 26-NOV-97 | POSTAGE METER |
| 016859 | 00876 | MADISON COUNTY SCHOOL | 12.08 | 26-NOV-97 | PMT.WADE SHORT P/R 11-26-97 |
| | | --TOTAL-- | 99700.21 | | |
| | | -CURRENT EXPENDITURES- | | | |
| 016860 | 00880 | MADISON COUNTY SCHOOL EMPLOY | 1407.92 | 10-DEC-97 | CREDIT UNION DED.-P/R 12-10- |
| 016861 | 00881 | INDIANA DEFERRED COMPENSATIO | 215.00 | 10-DEC-97 | ANNUITY DED. - P/R 12-10-97 |
| 016862 | 00882 | BARBARA SNIPES | 45.20 | 10-DEC-97 | MILEAGE |
| 016863 | 00883 | AGLL | 39.95 | 10-DEC-97 | GENEALOGY MATERIAL |

EXPENDITURES TO BE ALLOWED
 NORTH MADISON COUNTY PUBLIC LIBRARY
 174 NORTH 16TH STREET
 ELWOOD, IN 46018-1588
 10 DEC 97

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| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------|--------------|------------------------------|-----------------|------------|------------------------------|
| 016864 | 00884 | AMERITSON | 331.04 | 10-DEC-97 | TELEPHONE - ELWOOD, SUMMITVI |
| 016865 | 00885 | AUDIO VISUAL COMMUNICATIONS | 89.00 | 10-DEC-97 | DECEMBER SERV. AGREE. |
| 016866 | 00886 | BAKER & TAYLOR BOOKS | 3110.54 | 10-DEC-97 | BOOKS, ELWOOD, FRANKTON, SUM |
| 016867 | 00887 | BARBARA MCADAMS | 34.40 | 10-DEC-97 | POSTAGE |
| 016868 | 00888 | BARBARA MCADAMS | 19.50 | 10-DEC-97 | MILEAGE |
| 016869 | 00889 | BAUERS | 7.64 | 10-DEC-97 | SUPPLIES |
| 016870 | 00890 | CATFOLD PUBLISHING COMPANY | 250.00 | 10-DEC-97 | STATE DIRECTORY - ELWOOD |
| 016871 | 00891 | DEWCO | 39.06 | 10-DEC-97 | OFFICE SUPPLIES |
| 016872 | 00892 | CITY WATER & SEWAGE DEPT. | 141.64 | 10-DEC-97 | WATER - ELWOOD |
| 016873 | 00893 | DIANA L. SHEPARD | 18.25 | 10-DEC-97 | MILEAGE |
| 016874 | 00894 | ELWOOD PUBLISHING COMPANY IN | 160.60 | 10-DEC-97 | SUBS.-ELWOOD CALL-LEADER/TIP |
| 016875 | 00895 | FATHERHOOD PICTURE SHOP | 79.60 | 10-DEC-97 | FRAMES |
| 016876 | 00896 | GALE RESEARCH | 279.19 | 10-DEC-97 | BOOKS - ELWOOD |
| 016877 | 00897 | GATFOLD SEROS. | 1261.67 | 10-DEC-97 | LIBRARY SUPPLIES |
| 016878 | 00898 | GRONIER EDUCATIONAL CORP. | 459.10 | 10-DEC-97 | BOOKS - CHILDREN'S |
| 016879 | 00899 | GLENN STEWART | 3.50 | 10-DEC-97 | MILEAGE |
| 016880 | 00900 | HARRIS PUBLISHING COMPANY | 97.25 | 10-DEC-97 | BOOKS - ELWOOD |
| 016881 | 00901 | HERSCHELL STUNKARD | 5.25 | 10-DEC-97 | MILEAGE |
| 016882 | 00902 | HIGHSMITH CO., INC. | 8.24 | 10-DEC-97 | SUPPLIES |
| 016883 | 00903 | HORTON'S & SONS OF ELWOOD | 114.07 | 10-DEC-97 | CUSTODIAL SUPP. & EQUIP. |
| 016884 | 00904 | INDYNET | 15.00 | 10-DEC-97 | INTERNET CONNECT. |
| 016885 | 00905 | INCOLSA | 650.50 | 10-DEC-97 | BOOKS - ELWOOD |
| 016886 | 00906 | INGRAM DISTRIBUTION GROUP IN | 28.99 | 10-DEC-97 | BOOKS - FRANK., SUMMITVILLE |
| 016887 | 00907 | JANE A. BECKLEY | 2000.00 | 10-DEC-97 | LEASE PWT. - FRANKTON BLDG. |
| 016888 | 00908 | JIM BECKLEY PLUMBING | 45.00 | 10-DEC-97 | PLUMBING |
| 016889 | 00909 | K MART | 628.74 | 10-DEC-97 | SUPPLIES, VIDEOS - ELWOOD, S |
| 016890 | 00910 | LIBRARY STORE INC., THE | 208.69 | 10-DEC-97 | SUPPLIES |
| 016891 | 00911 | LINDA KEMPER | 7.00 | 10-DEC-97 | MILEAGE |
| 016892 | 00912 | MME CRAFT SHOP | 19.31 | 10-DEC-97 | SUPPLIES |
| 016893 | 00913 | MANIFOLD REFUSE, INC. | 41.00 | 10-DEC-97 | TRASH SERVICE - SEPT. |
| 016894 | 00914 | MARVIN SAUBERT | 60.00 | 10-DEC-97 | LAWN/SNOW SERVICE |
| 016895 | 00915 | MCKNIGHT'S | 22.00 | 10-DEC-97 | OIL, LUBRICANTS |
| 016896 | 00916 | MICROMARKETING ASSOCIATES | 26.95 | 10-DEC-97 | SUPPLIES |
| 016897 | 00917 | MCI | 27.65 | 10-DEC-97 | TELE. - ELWOOD |
| 016898 | 00918 | MIDWEST TAPE | 349.35 | 10-DEC-97 | VIDEOS - ELWOOD, FRANKTON |
| 016899 | 00919 | POPULAR SUBSCRIPTION SERVICE | 4690.89 | 10-DEC-97 | SUBSCRIP.'98, ELWOOD, FRANK. |
| 016900 | 00920 | POSTMASTER - SUMMITVILLE | 30.00 | 10-DEC-97 | POST OFFICE BOX |
| 016901 | 00921 | QUILL CORPORATION | 293.57 | 10-DEC-97 | SUPPLIES |
| 016902 | 00922 | RAMSAY BUSINESS PRODUCTS | 62.10 | 10-DEC-97 | MAINTENANCE - COPIER |
| 016903 | 00923 | RADIO SHACK | 14.68 | 10-DEC-97 | SUPPLIES |
| 016904 | 00924 | READER'S DIGEST ASSOCIATION | 67.38 | 10-DEC-97 | SUBSCRIP. - ELWOOD, FRANK., |
| 016905 | 00925 | SELECTFORM, INC. | 162.13 | 10-DEC-97 | FORMS |
| 016906 | 00926 | INDIANAPOLIS NEWSPAPERS INC. | 93.60 | 10-DEC-97 | SUBSCRIP. - FRANKTON |
| 016907 | 00927 | THOMSON INDIANA | 157.30 | 10-DEC-97 | SUBSCRIP. - ELWOOD, FRANKTON |
| 016908 | 00928 | TOWN OF FRANKTON | 79.89 | 10-DEC-97 | WATER, ELEC. - FRANKTON |
| 016909 | 00929 | TREASURER OF MADISON COUNTY | 1335.34 | 10-DEC-97 | TAXES - FRANKTON BLD.& ASSES |
| 016910 | 00930 | UNIVERSITY PRODUCTS INC. | 207.36 | 10-DEC-97 | SUPPLIES - INDIANA ROOM |
| 016911 | 00931 | UNIVERSITY BOOK SERVICE | 159.26 | 10-DEC-97 | BOOKS - CHILDRENS |

EXPENDITURES TO BE ALLOWED
 NORTH MADISON COUNTY PUBLIC LIBRARY
 124 NORTH 16TH STREET
 ELWOOD, IN 46018-1588
 10 DEC 97

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| WARRANT NUMBER | CLAIM NUMBER | NAME OF CLAIMANT | AMOUNT OF CLAIM | DATE FILED | EXPLANATION |
|----------------------|--------------|------------------------------|-----------------|------------|-------------------------------|
| 016912 | 00932 | UNITOD RENTAL SERVICES | 62.00 | 10-DEC-97 | CLEANING SERV. |
| 016913 | 00933 | UPSTART | 17.45 | 10-DEC-97 | SUPPLIES |
| 016914 | 00934 | VON HOLTZERINCK PUBLISHING S | 94.94 | 10-DEC-97 | BOOKS - CHILDREN |
| 016915 | 00935 | ANCESTRY INC. | 55.45 | 10-DEC-97 | SUPPLIES - INDIANA ROOM |
| 016916 | 00936 | CENTRAL INDIANA COMPUTER CON | 409.00 | 10-DEC-97 | SERV. AGREE - OCTOBER & NOV |
| 016917 | 00937 | BORDERS BOOK SHOP | 2275.04 | 10-DEC-97 | BOOKS - SUMMITVILLE |
| 016918 | 00938 | INDIANA GAS COMPANY | 619.21 | 10-DEC-97 | GAS - FRANKTON, SUMM., ELWOOD |
| 016919 | 00939 | GTE NORTH INDIANA OPERATIONS | 139.90 | 10-DEC-97 | TELE. - FRANKTON |
| 016920 | 00877 | PAYROLL | 11527.44 | 10 DEC 97 | CHECKS 004744-004770 |
| PAYROLL | 00878 | PAYROLL DEDUCTIONS | -4761.28 | 10 DEC 97 | CHECKS 004744-004770 |
| XXXXX | 00879 | EFTPS | 3696.25 | 10-DEC-97 | FICA & FED. TAX - P/B 10-10- |
| --TOTAL-- | | | 33983.50 | | |
| PRIOR MONTH TOTALS | | | 59700.21 | | |
| CURRENT MONTH TOTALS | | | 33983.90 | | |
| GRAND TOTALS | | | 133684.11 | | |

016891
016890

ALLOWANCE OF CLAIMS

WE HAVE EXAMINED THE CLAIMS LISTED ON THE FOREGOING REGISTER OF CLAIMS. CONSISTING OF 3 PAGES, AND EXCEPT FOR CLAIMS NOT ALLOWED AS SHOWN ON THE REGISTER, SUCH CLAIMS ARE HEREBY ALLOWED IN THE TOTAL AMOUNT OF 133684.11. DATED 10-DEC-97.

Jerry Kaiser
Sharon Pace
Barbara Abernathy
Pamela Belkinder

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

MONTHLY STATS.

| | NOV 1996 | NOV 1997 | AMOUNT OF CHANGE | PERCENT OF CHANGE | YTD |
|---------------|----------|----------|------------------|-------------------|--------|
| ELWOOD | | | | | |
| ADULT | 2369 | 2755 | +386 | +16% | 35863 |
| JUV. | 1604 | 2560 | +956 | +60% | 27770 |
| Y.A. | 0 | 149 | +149 | +100% | 2267 |
| PER. | 304 | 373 | +69 | +18% | 3954 |
| AUDIO | 46 | 304 | +258 | +561% | 2510 |
| VIDEO | 33 | 1874 | +1841 | +558% | 23823 |
| TOTAL | 4356 | 8015 | +3659 | +84% | 96187 |
| F'TON | | | | | |
| ADU | 1129 | 988 | -141 | -12% | 12609 |
| JUV | 592 | 758 | +166 | +28% | 7666 |
| PER | 175 | 270 | +95 | +54% | 2520 |
| AUDIO | 34 | 5 | -29 | -85% | 74 |
| VIDEO | 834 | 901 | +67 | +8% | 10430 |
| TOTAL | 2764 | 2922 | +158 | +6% | 33299 |
| H'BAK | | | | | |
| ADU | 556 | 562 | +6 | +1% | 7278 |
| JUV | 593 | 546 | -47 | -8% | 5719 |
| PER | 106 | 93 | -13 | -12% | 1186 |
| AUDIO | 3 | 11 | +8 | +266% | 71 |
| VIDEO | 560 | 508 | -52 | -9% | 5397 |
| TOTAL | 1818 | 1720 | -98 | -5% | 19651 |
| SYSTEM | | | | | |
| ADU | 4054 | 4305 | +251 | +6% | 55750 |
| JUV | 2789 | 3864 | +1075 | +38% | 41155 |
| Y.A. | 0 | 149 | +149 | +100% | 2267 |
| PER | 585 | 736 | +151 | +26% | 7660 |
| AUDIO | 83 | 320 | +237 | +74% | 2655 |
| VIDEO | 1427 | 3283 | +1856 | +130% | 39650 |
| TOTAL | 8938 | 12657 | +3719 | +42% | 149137 |

REF. QUESTIONS (ELWOOD ADULT ONLY) 78
 PATRON ASSISTANCE (ELWOOD ADULT ONLY) 226

COMPUTER USAGE (ELWOOD ONLY) ADULT 94 CHILDREN 245
PATRON COUNT 7237

| | | | | |
|----------|--------|-----|---------|---------|
| PROGRAMS | ELWOOD | 20 | F'TON 4 | H'BAK ? |
| ATTN. | | 181 | 30 | 88 |

MADISON COUNTY COMMUNITY FOUNDATION, INC.
INVESTMENT OBJECTIVES AND POLICIES
for the ENDOWMENT FUNDS

MISSION:

The mission of the Madison County Community Foundation is to enhance the quality of life of the citizens of Madison County by attracting charitable gifts, making philanthropic grants, providing responsible financial stewardship and community leadership.

OBJECTIVES:

The investment objectives established by MCCF, Inc. will assure sufficient funds are available to fund approved grants, meet administrative needs and provide asset growth.

The priority of the investment objectives will be to fulfill the Mission Statement of MCCF, Inc. and to maintain high fiduciary standards.

SPENDING GUIDELINES:

1. Provide a pattern of level funding which is not significantly altered from period to period by changes in interest rates and asset values, while maintaining reasonable inflation-adjusted spending for operations and grants.
2. Provide for sufficient asset growth after funding grants and meeting administrative needs to preserve the assets after inflation-adjustment.

TOTAL RETURN CONCEPT:

A "total return concept" directs MCCF, Inc. to set spending levels that are independent of the income to include realized and unrealized appreciation of assets earned by the various funds. The longer term spending levels are to be set so that the total costs of grants, programs, and operational costs, plus inflation will not exceed the total return on the invested funds. The Foundation will not spend any part of original endowment principal.

Spending levels are to be established at the beginning of each year by the Board of Directors and are to be based on a percentage of the invested funds. Spending levels are to be recommended to the Board of Directors by the Finance and Investment Committee. The recommendation of the Finance and Investment Committee will be based upon an analysis of the funds and counsel from Investment Managers.

Investment Managers will be directed to design long-term strategies aimed at providing a proper balance between income and long-term growth and not subject to sudden shifts in interest rates or market value.

The community and grant recipients will have a predictable flow of funds since funds made available for distribution will not be determined solely by changes in current investment income.

POLICIES:

1. The Finance and Investment Committee will be responsible for providing oversight and direction to the financial affairs of MCCF, Inc. and the engaging of Investment Managers, subject to the approval of the Board of Directors of MCCF, Inc.
2. Diversification of assets will ensure that adverse or unexpected results from a security class will not have a detrimental impact on the entire portfolio. Diversification is to include diversification by type, by characteristic and by number of investments as well as by investment styles of management organizations. Equity holdings in any one company should not exceed more than 10% of the market value of the equity portion of the total portfolio. Not more than 25% of the market value of the equity portfolio should be invested in any one industry category.
3. MCCF, Inc. recognizes the responsibility as a minority investor to encourage corporate citizenship, as well as corporate growth, in the companies where funds are invested. Thus, continuing performance of social responsibilities by corporate management should be encouraged by proxy vote, or by other appropriate actions based upon information available to the Finance and Investment Committee.
4. All external investment managers shall recognize the fiduciary nature of the funds they manage and the significant responsibilities associated with the management of their respective portfolios.
5. The investment performance of all managers will be measured on a total return basis which is defined as dividend and interest income, plus realized and unrealized capital appreciation or depreciation. In measuring investment performance, managers will be compared to a broad universe of other managers employing similar investment style characteristics.
6. All investment managers employed will be held responsible for all investment decisions regarding the assets in their funds and will be held accountable to the investment guidelines and policies adopted by the Board of Directors of MCCF, Inc. It is intended that investment managers are

accorded full discretion within policy limits to (a) select individual income investments where applicable, (b) make periodic adjustments to the proportions of equity and fixed income investment where applicable, and (c) diversify their portfolio.

7. The Board's desired long-term asset allocation policy, to achieve its investment objectives is:

| <u>ASSET CLASS</u> | <u>TARGET</u> | <u>RANGE</u> |
|-----------------------|---------------|--------------|
| EQUITIES | 60% | 45-65% |
| FIXED INCOME | 40% | 30-50% |
| CASH/CASH EQUIVALENTS | 0% | 0-10% |

Investment managers may exercise market discretion under the guidance of the Finance and Investment Committee.

DESCRIPTIONS AND TYPE:

1. FIXED INCOME

The purpose of fixed income investments is to provide a highly predictable and dependable source of income to reduce the volatility of total portfolio market value and when appropriate, to provide a source of funds for alternative investments. The term "fixed income" includes any instrument that provides contractual payments, including preferred stocks, and/or has a specific maturity date.

The following fixed income assets are specifically approved for investments:

- (A) Securities issued by government agencies.
- (B) Corporate bonds. The quality rating shall be equivalent to Moody's and Standard and Poor's "A" rating or better without specific approval of the Finance and Investment Committee.
- (C) Commercial Paper rate A or Prime 1.
- (D) Bank Certificates of Deposit rated Prime 1.
- (E) Money Market funds through an approved financial institution or brokerage firm.
- (F) Secured loans to qualified borrowers approved by the Finance and Investment Committee.

Other investments may be adopted as specifically approved by the Finance and Investment Committee.

2. EQUITY:

The purpose of equity investments is to provide current income, growth of income and appreciation of principal with the recognition that this requires the assumption of greater market volatility and risk of loss.

Stock investments are to be made after taking in to account the following factors:

- (A) Quality of company management.
- (B) Superior marketing capabilities.
- (C) Balance sheet of company.
- (D) Expected high and consistent return on equity.
- (E) Expected future ability to particularly or completely finance future growth through internal cash management.
- (F) Favorable historical pattern of earnings and dividend growth and expected future favorable trends.

Investments shall be primarily in well seasoned quality companies whose securities enjoy marketability adequate for the respective portfolio purpose. In order to broaden the investment opportunities for investment managers, they are permitted to invest in equity securities listed on the New York Stock Exchange, American Stock Exchange, and NASDAQ, and other securities as specifically approved by the Finance and Investment Committee.

The quality rating on stock investments shall be the equivalent of Standard and Poor's B or better. Other investments may be adopted as specifically approved by the Finance and Investment Committee.

3. OTHER INVESTMENT POLICIES

Madison County Community Foundation, Inc., the Finance and Investment Committee or any Investment Manager employed shall not invest or maintain investments which would violate United States law. There are no restrictions on the types of companies or industries in which investment managers may invest.

Madison County Community Foundation, Inc., the Finance and Investment Committee or any Investment Manager employed will not invest in the following:

- (A) Private placements or restricted securities except as specifically approved by the Board of Directors of MCCF, Inc.
- (B) Puts, Calls.
- (C) Warrants, other options except when acquired as part of a stock purchase or through the ownership of stock.
- (D) Commodities except as received through donation.

- (E) Precious metals and gem stones except as received through donations with continued ownership approved by the Finance and Investment Committee.

It is recognized that MCCF, Inc.'s fund raising/advancement programs encourage the donation of a wide range of assets. It will be MCCF, Inc.'s policy, when terms and intent of the donation permit, to liquidate these assets as soon as possible. There will be circumstances where some assets may need to be retained to allow time for a reasonable sales value to be obtained from that asset. All such assets will be reviewed and action recommended by the Finance and Investment Committee. At times the Board of Directors may decide to direct a gift to a separate investment fund where all investments would be FDIC insured deposits and U. S. Government agency issues or securities.

The Board of Directors of MCCF, Inc. has the ultimate and final responsibility to see that all assets/investments of the Foundation are being properly and prudently managed. The Board of Directors delegates to the Finance and Investment Committee the authority to employ and supervise Investment Managers. It is the responsibility of the Finance and Investment Committee to review quarterly reports from each of the Investment Managers and to verify that they have performed in accord with investment policies and guidelines and are meeting earning goals.

Semi-annually the Finance and Investment Committee will submit in writing a report to the Board of Directors showing the performance of the investment portfolio and how the portfolio complies with investment guidelines.

Any additions, deletions, or revision of these investment objectives and policies require the approval of the Board of Directors of MCCF, Inc. Such changes in policy might be necessary to accommodate the specific requirements of a special fund.

4. TYPES OF FUNDS TO BE MANAGED.

- (A) Designated - the donor directs MCCF, Inc. to pay the annual income to a specific named organization in perpetuity.
- (B) Field of interest - the donor directs MCCF, Inc. to utilize the annual income in a certain program area such as education, health, youth, the environment, etc., with MCCF, Inc. determining the specific recipient from time to time.
- (C) Unrestricted - the donor allows MCCF, Inc. discretion on the use of annual income for a broad range of community issues. This provides the Foundation the opportunity to respond to changing community needs.

- (D) *Donor-Advised* - the donor actively participates in the grant making process by recommending to MCCF, Inc. the purpose and/or organization(s) which might receive the annual income. These recommendations must then be approved by the Board of Directors of MCCF, Inc.
- (E) *Agency endowment* - other nonprofit organizations place their endowments funds with MCCF, Inc. for management and investment purposes. MCCF, Inc. regularly distributes the annual income back to these agencies for their general purposes.
- (F) *Supporting foundation* - another charitable organization a 509(a)(3) supporting foundation can attach itself to MCCF, Inc. and achieve public-charity status which eliminates IRS pay-out requirements, excise taxes, etc. This supporting foundation is then governed by a community foundation-appointed board which generally consists of a combination of members from the original supporting foundation, donors and MCCF, Inc. board members.
- (G) *Project funds* - in looking at the needs of the community, MCCF, Inc. Board Directors determines there is an unmet charitable need. By Board resolution a fund is established to meet that need. Donors contribute to the fund. Over time, the fund is expended (rather than endowed) in order to meet the community need.

POLICY FOR ACCEPTING GIFTS AND NAMED FUNDS:

1. Note the by-laws for MCCF, Inc., Article VII and Article VIII, section 5.
2. Endowment "named" Funds will be described as any irrevocable gift to MCCF, Inc. permanent endowment that has a value of \$5,000 or more. Named funds may be in recognition of an individual, a family, or organization or a particular project. Donors will have five years to accumulate contributions totaling \$5,000. Upon reaching the \$5,000 total the fund will then be named. In the event the \$5,000 total is not reached within five years, the balance held in this fund will be transferred to the unrestricted endowment funds. Income will not be distributed from a named endowment fund until the balance in the fund reaches \$5,000.

ADMINISTRATIVE POLICIES FOR PERMANENT FUNDS

1. Administrative fees will be set annually by the Board of Directors of the Madison County Community Foundation, Inc., in the last regular meeting of ~~any calendar~~ year. The Board of Directors of the Madison County Community Foundation, Inc., will set an administrative fee not to exceed 1 % of all permanent funds.
2. No administrative fee will be charges a fund with assets of less than \$5,000.
3. Fees will be assessed and paid quarterly and transferred to the operating fund of the Madison County Community Foundation, Inc.
4. Fees will be based on the market value of each fund at the end of each quarter.

Adopted March 2, 1995
 Amended June 28, 1995
 Amended November 20, 1995
 Amended June 12, 1997

DIRECTOR'S REPORT

NMCPLS TRUSTEE MEETING • DECEMBER 10, 1997

INTRODUCTORY NOTE

In an effort to expedite the regular business meeting, I've included background information on agenda items requiring board action as well as reports and general information. During the Director's Report at the public meeting I will cover only those concerns raised since this mailing and/or items which need to be publicized.

AGENDA ACTION ITEMS

OLD BUSINESS

- A. NAEIR – I've passed all materials on to Pam; Jerry won't have opportunity any time soon for on-site visit. Recommend highest level membership and maximizing use during 1998 when programming will peak due to Centennial activities.
- B. Wage Scale/PT Benefits – When the new wage scale was adopted earlier this year, it included a phrase to eliminate benefits for new part-time employees. This has created a record-keeping nightmare for Jan. In addition, there are questions about holiday pay and classification of any full-time employees who might change to part-time. In light of these concerns plus the current trend toward more part-time workers throughout society, and increasing benefits for them, we respectfully ask the Board to strike that phrase from the wage scale.
- C. Snyder Bequest –

In the last several weeks, the donated shares of USX stock have been transferred into the library's name and the actual certificates delivered into our keeping. I've discussed the gift and potential disposition with former tax commissioner and library advocate Dave Hurst. It appears incumbent upon the library to divest itself of the stock. At Mr. Hurst's suggestion, I explored the option of participating in a community foundation – specifically, The Madison County Community Foundation. [Other Indiana libraries have already pursued such an option. It is preferable to establishing a private library foundation which would require an additional governing body, etc.]

A community foundation is simply a philanthropic pool, where contributions are overseen by professional investment managers. The Madison County Community Foundation administers funds for donors and addresses the needs of the local community. Because a community foundation manages a large number of unrestricted and discretionary funds, administration costs and service fees for any one fund are minimal. Setting up a fund within the foundation creates a permanent endowment. Over time the fund would grow and generate increasing income. We may name the fund and select recipients of the fund -- in this case, the library system itself.

Enclosed is a copy of the "Investment Objectives and Policies for the Endowment Funds" of The Madison County Community Foundation, as well as a draft of "Designated Endowment Fund Agreement." The latter must be corrected for the date and the current board president, and will be obtained in advance of the December 10 meeting.

I would like to recommend the board act immediately to donate the Snyder bequest of USX stock and establish a fund with The Madison County Community Foundation. Because the stocks could be

donated directly to The Madison County Community Foundation, we could avoid any additional or intermediary transactions.

In addition, I would like to suggest naming it the "Centennial Fund" as observing the 100th anniversary of the Elwood Public Library provides a splendid vehicle for promoting donations to the fund for years to come. I feel we could express the gratitude and recognition due Mr. Snyder's family for providing the "seed money" to establish the fund, and this would be a wonderful initiation of Centennial activities. Please feel free to call me or the foundation's Executive Director Jeanne Lee (644-0002) if you have questions.

NEW BUSINESS

A. Building Reports – Representatives from MD Rowe have been to the Elwood facility; addressed problems they could; and will pursue others with subcontractors. Plumber here (12/3) for toilet overflow in men's restroom caused by accumulation of solid waste. Plumber said toilets do not flush as forcefully as he would like, but valves are wide open and water pressure simply is too low. I'm working with Arden Packard of InterDesign Group to address this concern. He also has contacted Phil Newhouse at Simplex re: dialer. Arden thinks the dialer can easily be re-located to PBX room where there is adequate power & phone lines to accommodate; requiring only a low-voltage line run across to book drop room for the fire alarm panel. We should have final word on that issue as well as clarification of our warranties by the Board meeting.

B. Appropriation Changes – still in the works, will have printed for your review at the meeting.

C. 1998 Calendar – The usual holidays, etc. – will have printed for your review at the meeting.

MONTHLY STAFF TRAINING REPORT

Cross-training has been scheduled for several employees throughout the month of December. Adult Services Manager Emily Davidson is coordinating placement of staff in the three facilities. Each employee will have the opportunity to work one-half day "opening" and one-half day "closing" in Frankton, Hazelbaker, Youth Services and Adult Services.

A series of "50-minute" training manuals have been purchased to be routed throughout the staff. The books include exercises, activities, assessments and case studies designed for self-study. Titles include "Attitude: Your Most Priceless Possession," "The Art of Communicating," and "Quality Customer Service." Staff will be asked to sign & date the inside cover as they complete each title.

Barbara Snipes has been working for the library system one month and, like Kathy Harris, is able to complete her weekly responsibilities as a part-time custodian. She has told me she is comfortable with the situation, and the Branch Managers are satisfied with her performance.

QUARTERLY STAFF NEEDS REPORT

While cross-training has given us some flexibility, it doesn't resolve staffing problems caused by multiple absences throughout the system. For example, during November, we had one employee on jury duty, plus one off for vacation time, one off due to a car accident, and a third off due to illness – all at the same time. Extreme, but not that unusual and certainly not predictable. I would appreciate allocating remaining full-time custodian pay for an additional part-time clerk.

GENERAL INFORMATION

New plastic cards have been purchased to replace the paper cards with metal clips which are no longer available. The new plastic cards are made to be used with both the Gaylord stamping machine and the automated system. They will bridge the transition between the two systems until automation is completed throughout the three facilities. The lowest numbered new cards were assigned to board and staff. Your new cards will be in your meeting folders.

In the past few years, when trustees resigned or expired their board appointment, they were given a "coffee table" book. It has been suggested that we provide the same recognition to Beverly Austin. I would appreciate any ideas you have for titles or subjects. "Turn around" is usually only a matter of days once the order is placed, so you may want to discuss plans for presenting her the book if you wish to do so.

Jan plans to retrieve the two TC Steele paintings from IMA on December 11. Please call ASAP if you are interested in accompanying her. At the same time, she will deliver the final painting requiring treatment – the Leota Loop "Spring Time." An effort will be made to retrieve it at a time schools are not in session, so more of you may have an opportunity to visit the museum's "inner sanctum."

CALENDAR

- **December 21 - January 4** – Kathi on vacation.
- **December 24 & 25** – Closed for the Christmas Holiday.
- **December 31** – Facilities close at 5 p.m. (not noon, as listed last month)
- **January 1** – Closed for New Year's Day.

1998 GOALS

- 1-20)** Ensure (at least minimal) compliance with criteria of the Indiana "Standards for Public Libraries."
- 22)** Complete system-wide automation project.
- 23)** Complete responsibilities as chair for ILF District 8.
- 24)** Expand fundraising/financial support base for the library system.
- 25)** Coordinate celebration of Elwood Public Library's centennial (1898-1998).

Designated Endowment Fund Agreement
Between
THE MADISON COUNTY COMMUNITY FOUNDATION, INC.
and
North Madison County Public Library System

THIS AGREEMENT made and entered into on November , 1997 by and between the Madison County Community Foundation, Inc. (the "Foundation") and North Madison County Public Library System (hereinafter referred to as the "Founding Contributor").

WITNESSETH:

WHEREAS, the Founding Contributor desires to create a charitable designated endowment in the Foundation; and

WHEREAS, the Foundation is a non-profit Indiana corporation exempt from taxation under Internal Revenue Code ("Code") section 501(c)(3), a public charity described in section 170(b)(1)(A)(vi) of the Code, and accordingly an appropriate institution within which to establish such a charitable endowment; and

WHEREAS, the Foundation is willing and able to create such an endowment as a Designated Endowment Fund, subject to the terms and conditions hereof;

NOW THEREFORE, the parties agree as follows:

1. **NAME OF THE FUND.** There is hereby established in the Foundation, as a part thereof, a fund designated as the Centennial Fund for the North Madison County Public Library System (hereinafter referred to as the " Fund") to receive gifts, in whatever form of money or property, and to administer the same.

2. **PURPOSE.** The primary purpose of the Fund shall be to provide support to the North Madison County Public Library System to carry out its role and mission as described by its governing documents.

3. **GIFTS.** The Founding Contributor hereby transfers irrevocably to the Foundation the property described on the attached Exhibit A to establish the Fund. Subject to the right of the Foundation to reject any particular gift, any person whether an individual, corporation, trust, estate, or organization (hereinafter referred to as "Donor") may make additional gifts to the Foundation for the purposes of the Fund by a transfer to the Foundation of property acceptable to the Foundation in whole or in part for the Fund. All gifts, bequests, and devises to this Fund shall be irrevocable once accepted by the Foundation.

4. DISTRIBUTION. The annual earnings allocable to the Fund, net of the cost and expenses set forth in paragraph 11, may be committed, granted, or expended only for purposes described in Code sections 170 (c) (1) or (2) (B) to organizations described in Code sections 509 (a) (1), 509 (a) (2), or 509 (a) (3), provided, however, that such purposes are consistent with the exempt status and the purposes of the Foundation. The Fund principal may not be committed, granted, or expended. If any gift to the Foundation for the purposes of the Fund are received and accepted subject to a Donor's conditions or restrictions as to the use of the gift or income therefrom, said conditions or restrictions will be honored, subject, however, to the authority of the Foundation's Board of Directors (hereinafter "the Board") to vary the terms of any gift if continued adherence to any condition or restriction is in the judgment of the Foundation's Board unnecessary, incapable of fulfillment or inconsistent with the charitable or other exempt purposes of the Foundation or needs of the community served by the Foundation. No distribution shall be made from the Fund to any individual or entity if such distribution will be in the judgment of the Foundation endanger the Foundation's Code section 501 (c) (3) status.

5. ADMINISTRATIVE PROVISIONS. Notwithstanding anything herein to the contrary, the Foundation shall hold the Fund, and all contributions to the Fund, subject to the provisions of the applicable Indiana laws and the Foundation's Articles of Incorporation and Bylaws. The Board shall monitor the distribution of the Fund to ensure it is used exclusively for charitable or other exempt purposes (within the meaning of Code section 170 (c) (1) or (2) (B)), and shall have all powers of modification and removal specified in United States Treasury Regulations Section 1.170A-9(e)(11)(v)(B).

The Board agrees to provide the Founding Contributor and any Donor that has contributed to the Foundation at least \$10,000 a copy of the annual examination of the finances of the Foundation as reported upon by independent certified public accountants.

6. CONDITIONS FOR ACCEPTANCE OF FUNDS. The Founding Contributor and Donors agree and acknowledge that the establishment of the Fund herein created is made in recognition of, and subject to, the terms and conditions of the Articles of Incorporation and By-laws of the Foundation as from time to time amended, and that the Fund shall at all times subject to such terms and conditions, including but not by way of limitation, provisions for:

- (a) Presumption of Donor's intent;
- (b) Variance from Donor's direction;
- (c) Amendment.

7. CONTINUITY. The Fund shall continue so long as assets are available in the Fund and the purposes of the Fund can be served by its continuation. If the Fund

is terminated, the Foundation shall devote any remaining assets in the Fund exclusively for charitable or other exempt purposes that:

- (a) are within the scope of the charitable or other exempt purposes of the Foundation's Articles of Incorporation, and
- (b) most nearly approximate, in the good faith opinion of the Board, the original purpose of the Fund.

8. NOT A SEPARATE TRUST. The Fund shall be a component part of the Foundation. All money and property in the Fund shall be held as general assets of the Foundation and not segregated as trust property of a separate trust, provided that for purposes of determining the share of the Foundation's earnings allocable to the Fund and the value of the principal of the Fund, the interest of the Fund in the general assets of the Foundation shall be a percentage determined by dividing the gift to the Fund by the then value of the total assets of the Foundation, such percentage interest being subject to adjustment at the time of each addition to or reduction of the assets of the Foundation.

9. ACCOUNTING. The receipts and disbursements of this Fund shall be accounted for separately and apart from those of other gifts to the Foundation.

10. INVESTMENT OF FUNDS. The Foundation shall have all powers necessary, or in its sole discretion desirable, to carry out the purposes of the Fund, including, but not limited to, the power to retain, invest and reinvest the Fund and the power to commingle the assets of the Fund with those of other funds for investment purposes.

11. COSTS OF THE FUND. It is understood and agreed that the Fund shall share a fair portion of the total investment and administrative costs of the Foundation. Those costs annually charged against the Fund shall be determined in accordance with the then current fee schedule identified by the Foundation as applicable to funds of this type. Any cost to the Foundation in accepting, transferring or managing property donated to the Foundation for the Fund shall also be paid from the Fund.

IN WITNESS WHEREOF, the Founding Contributor has executed this Agreement and the Foundation has caused this agreement to be approved by its Board and to be executed by a duly authorized officer, all as of the day and year first above written.

FOUNDING CONTRIBUTOR

Beverly Austin
Board President

Approved by the Board of Directors of the Madison County Community Foundation, Inc. on _____, 1997.

**MADISON COUNTY COMMUNITY
FOUNDATION, INC.**

By: _____
Robert A. Nicholson
President