

BELL MEMORIAL PUBLIC LIBRARY SURVEY  
September 2005

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Please answer:

1. I would use the Library Tuesday evening? Yes No  
(This means that Saturday's hours would be shortened to 10-3.)
2. I would attend a book group discussion? Yes No  
Prefer day prefer night  
Fiction book discussion nonfiction book discussion  
Title of book that would like to discuss \_\_\_\_\_
3. I would attend an author visit? Yes No
4. I would attend a program/programs about \_\_\_\_\_

THANKS

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Survey September 2005

1. Yes\_\_\_\_\_ NO\_\_\_\_\_ Maybe\_\_\_\_\_

2. Yes\_\_\_\_\_ No\_\_\_\_\_

Prefer day\_\_\_\_\_ Prefer night\_\_\_\_\_

F \_\_\_\_\_ Nonf \_\_\_\_\_

Title\_\_\_\_\_

3. Yes\_\_\_\_\_ No\_\_\_\_\_

4. Yes\_\_\_\_\_ No\_\_\_\_\_

Programs  
suggested\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## SEPTEMBER SURVEY RESULTS

Total patrons answering survey 123

Questions:

1. YES 88 NO 32 MAYBE 3

Comments: Great idea; Oh, YES; Open 9-6, but not Sundays;  
Keep the same hours-2; Open more please-15; close at 7 on  
Thursday and open until 6 on Monday; have school functions at  
Night; Thank you

2. YES 18 NO 44  
prefer day 3 prefer night 5  
fiction 4 nonfiction 4

Title suggestions: anything-10; Mitford Series-3;  
autobiographies-2; Christian romance

3. YES 60 NO 59 MAYBE 1

Programs suggested: anything-10; animals; home decorating;  
gardening-3; exercise; health and wellness; crafts-3; knitting;  
Scrapbooking-2; parenting; children-2; child development; child  
care-2; WWII; adoption; writing-2

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Board Meeting Attendance 2005												
	January	February	March	April	May	June	July	August	Sep.	Oct.	Nov.	Dec.
Cal	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	
Roger		✓	✓			✓	✓	✓	✓	✓		
Marjorie	✓	✓	✓	✓		✓		✓	✓	✓	✓	
Jill		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Honey	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
Brandon	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Dick	✓		✓	✓		✓	✓	✓	✓	✓	✓	

2006

2007

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

[illegible]



# STATE OF INDIANA

Barbara R. Maxwell, Director

Joseph E. Kernan, Governor

INDIANA STATE LIBRARY  
140 North Senate Avenue  
Indianapolis, IN 46204  
Phone: (317) 232-3675  
Fax: (317) 232-3728  
TDD: (317) 232-7763

## Technology Plan Approval Form

### Technology Plan Approval for Schools and Libraries Universal Service Program

The Indiana State Library is certified by the Schools and Libraries Division of USAC to approve technology plans for participation in the Schools and Libraries Universal Service Program.

Bell Memorial Library has a technology plan that has met the standards and criteria outlined in the following checklist.

This technology plan is valid from 2005 until 2007.

#### CHECKLIST

Successful technology plans align the overall education or library service improvement objectives with the following five criteria. To qualify as an approved Technology Plan for a Universal Service Program discount, the plan must meet these criteria. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with hardware and telecommunications infrastructure. There must be connections between the proposed physical infrastructure of the information technology and the plan for professional development, curriculum reform, and library service improvements.

- ☒ The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.
- ☒ The plan has a professional development strategy to ensure that staff know how to use the new technologies to improve education or library services.
- ☒ The plan includes an assessment of the telecommunications services, hardware, software, and other services that will be needed to improve education or library services.
- ☒ The plan provides for a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved education or library services.
- ☒ The plan includes an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

Genny Carter  
Indiana State Library (Approving Agency)

12-28-04  
Date

ISL/LDO 12-28-04

January 31, 2005

The Bell Memorial Public Library Board met at 6:30 P.M. with President Cal Jackson opening the meeting. Those in attendance were Cal Jackson, Brandon Spitler, Dick Webb, Honey Kuhn, Lorna Klein, Marge Sanders, and Jacque Bradley of Friends. The minutes were approved as read with one correction.

In old business, Brandon reviewed the endorsement policy provided by Bill Jefferies of Beauchamp and McSpadden. It was decided to table this discussion until Roger is able to review our current policy.

Lorna reported that Pro Info has set up the equipment to start our wireless system.

Regarding the Day Care's unpaid bills, Lorna has checked with the Department of Local Finance. They said it would be possible for us to issue a temporary loan, however it must be paid back by 2006. At this time we will wait to hear from the Day Care. If needed, Lorna will write a resolution to issue a temporary loan.

Lorna also reported that the new Technology Plan has been approved and is in place.

In other old business, the heating system seems to be working well in all areas. Quine Heating and Cooling has completed all that we have required of them.

Continuing discussion on DVD's followed. Dick made a motion to purchase several DVD's and plastic covers. Brandon seconded the motion. Motion passed. Lorna will make a list of purchased DVD's for our next meeting. She also noted that only the cases would be on display, the DVD's would be kept elsewhere to prevent theft.

In other old business, Brandon questioned if the Town was still planning on using the old building. Although we have heard nothing official, members think that the Town is still planning on using the old building. There are items still at the building that the library needs to move and go through before the Town moves into the building.

In new business, Honey made a motion to keep the current slate of officers in place for the 2005 year. Dick seconded the motion. Motion carried. Officers are as follows: President - Cal Jackson, Vice President - Roger Moriarty, Secretary - Marj Sanders, and Treasurer - Jill Gross.

The approval of bills was made through signatures. Additional appropriations for \$53,579 (LIRF) and \$175 (Debt Fund) were approved.

Due to the increased cost per patron (\$65.79), Honey made a motion to increase the non-resident fee from \$65.00 to \$66.00 per year beginning February 1, 2005. Brandon seconded the motion. Motion passed.

Lorna informed the board of three Bell X-1 Room requests. On Thursday, February 17, a staff person would like to use the room for a sweetheart party. On Sunday, March 13, the library would like to use the room for a Children's Program, and on Thursday, February 24, the Kosciusko County Soil and Water Conservation would like to use the room. Dick also noted that the Library now has an extra key for the outside door.

Cal shared some of Martha's concerns with outside doors being unlocked several times. Martha has documented the times and the doors that were unlocked. Lorna will alert our staff, the Senior Center, and the Day Care of the situation. Lorna will also work on a written policy or procedure to check doors in the evening.

Ops

Jacque gave a Friends of the Library Report. They have completed several projects including lighting, the purchase of more chairs for the Bell X-1 Room for a total of 100, and the purchase of gift certificates for the employees. The election of officers will take place at the February meeting. They also have one fund raiser planned for the year. Cal expressed appreciation on behalf of the board for all the things that the Friends have done for the Library.

Honey wondered if it would be possible to let staff members be aware of workshops, etc. that were available and give them opportunities to attend workshops.

Lorna reported on the NIKKL meeting, specifically about the security issue with wireless computers. Air Lok quotes a price of \$2000 - \$3000 for their system. HP cost is around \$5000. Lorna will talk to Pro Info (installers of our wireless system) for further information. She noted that this would be something that would need to go in the Library Capital Projects fund. It was also suggested that we shut off the wireless system at night. Further discussion will be held at our next regular meeting.

Lorna requested input for the Library Capital Projects Fund for next year. Items being considered include the parking lot, computers, and maintenance. Brandon also suggested a DVD cleaner.

Lorna also noted that they would be working on a new brochure for the library.

The next meeting is scheduled for February 15 and is slated for policy review. Brandon made a motion to adjourn. Dick seconded the motion. Meeting adjourned.

Respectfully submitted,



Marjorie Sanders

February , 2005

The Bell Memorial Library Board met in executive session. A decision was made on personnel issues with an employee placed on a 90 day probationary period. A follow-up meeting will be held with all employees on February 15, 2005.

Marjorie Sanders

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February 15, 2005

Bell Memorial Library Board met with employees of the Library on Tuesday evening, February 15, 2005. The Board met with Lorna, Jean, and Deb at 5:30 and the remainder of the library staff at 6:30P.M.

Marjorie Sanders



February 28, 2005

The Bell Library Board met at 6:30 P.M. with Cal, Roger, Jill, Lorna, Brandon, Marge, and guests Joe Treadway and Kevin McCarthy in attendance. The minutes from the previous month were approved as read.

Computer Technicians Joe Treadway and Kevin McCarthy reviewed our new computer system with us. They utilized a step by step approach installing a new server, firewall, Web Sense, and wireless network. With our radius server and encryption, an external system, such as Air Lok is not needed. Joe and Kevin also addressed several security issues. Jill will check with Deb on our accounting system. Library policy should also include some type of Disaster Recovery Plan including how things are being backed-up and where they are being stored. There should always be a back-up offsite.

In old business:

Roger and Brandon will follow up on reviewing our insurance policy.

Cal will find out when the next Day Care Board Meeting will be and will try to attend to see where they stand as far *ills are concerned*.

The Town Board and the Police will be using the old library building. They will be finalizing plans soon. Brandon will help move some of the library's items out of the way.

Lorna will check on the statute for the qualifications determining residents and non-residents of library.

Lorna has written a policy regarding locking the library's outside doors that is posted in the workroom, and has also been passed on to both the Day Care and Senior Citizen Center.

Lack of space for parking was also discussed. It was noted that we had decided to wait until we can also remove the poles at the same time.

Normal repairs and upkeep on the building were updated as well.

Lorna reported that we have 48 DVD's as of today. Two of these need to be replaced. One is gone and one was defective when it came in.

In new business:

After discussion, Roger made a motion to purchase five desktop units, two notebooks, and one network card. Brandon seconded the motion. Motion carried.

Roger brought up that some of the old bricks on the outside of the building are split and cracked. Lorna will contact Russ Ro<sup>e</sup>ßner, a local mason to see what he would recommend in this situation.

An expanded program for teens was also discussed. It was decided to start a program on Thursday evenings that would continue for the remaining school year.

Lorna gave reports on her calendar.

Discussion was tabled on a new copy machine.

Bills were approved through signatures.

Meeting dates were set for an executive session on Tuesday, March 15, 2005 at 6:00 P.M., and the end of the month meeting is scheduled for March 28<sup>th</sup> at 6:30 P.M.

Jill made a motion to adjourn and Brandon seconded the motion. Meeting adjourned.

Secretary

Marjorie Sanders

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Jill made a motion to adjourn and Brandon seconded the motion. Meeting adjourned.

Secretary

Marjorie Sanders

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March 28, 2005

President Cal Jackson called the meeting to order with Lorna, Jean, Honey, Cal, Jill, Roger, Brandon, Dick, and Marge in attendance. The minutes for the February 28, 2005 were read, corrections made, and approved.

In old business, building issues were discussed including the upper courses of brick on the east side of the building. Lorna has contacted Russ Roesner to make a recommendation.

Jill reported that Deb does backup the accounting information to a disk and takes them home each evening, so we do have a back up off site. Jill reviewed the steps to accomplish the goal of having our accounting program networked.

A Day Care update noted that the numbers are not strong, but they have not diminished either. The acceptance of younger children is still a work in progress. Cal will contact their Board to address our concerns along with the concerns of the state in meeting the grant requirements.

Brandon and Lorna have moved the items stored at the old building into the back board room of the old library. There are still items stored in the furnace room and attic as well.

Roger and Brandon reviewed our existing insurance policy. They also noted that the computer coverage in our existing policy was raised up to \$50,000. After discussion, Dick made a motion to purchase the Employment Practices Liability Coverage in the amount of \$500,000 with punitive damages for our protection. Honey seconded the motion. Motion carried. Lorna will contact our insurance agent.

A discussion on library cards was also held. It was consensus to stay with our current policy regarding businesses in the township and town along with an amendment attached that states that businesses will not exceed two designated individuals. Dick made this motion to become effective on May 1, 2005. Roger seconded the motion. Motion passed. The Library will contact Jim Moyer (trustee) so that he is also aware of this amendment. The Library will send a letter noting the expiration date of current business cards. This letter will also include information on Plaque cards.

In regards to Valley Card holders, Dick made a motion to follow policy as written with the added amendment of having a 1 year card renewable on a yearly basis - September 1 to September 1 of the following year. Brandon seconded the motion. Motion carried.

The Friends of the Library reported that the Bingo is set for June 21 with the proceeds going to the EMS and Firemen's Building Fund.

It was noted that security continues to be an issue. Someone was in Deb's office and left a computer on. Lorna will call a locksmith to change the lock on Deb's door. Four keys will be made.

In new business, an administrative and staff discussion was held. It was suggested that staff meetings be held on a regular basis with a rotating chairman. This would not be a gripe session, but an open communication time for employees to contribute ideas. It was also noted to pay those who attend the meetings if they were not scheduled to work at that time. The Board would also like to continue the practice of an annual Board meeting with the employees.

Lorna presented a rough draft of the Library Capital Projects Plan and her April activity calendar. Lorna also reported that the Library was the recipient of a \$5000.00 FY 2005 Technology Mini-Grant.

Lorna shared the need for a new copy machine. It is difficult to make legal copies with our current machine. Discussion followed . The library will be trying a new copier on a two week trial basis.

Phone service was discussed. We are currently with Verizon. Lorna will look further into the phone service.

Bills were presented. Dick made a motion to approve the bills. Brandon seconded the motion. The motion carried.

Fines and dues will be discussed at our next regular meeting. Lorna will bring a list of the top five outstanding fines.

Our next meeting will be April 14, 2005, at 6:30 P.M. to continue our review of Board Policy.

Brandon made a motion to adjourn. Dick seconded the motion. Meeting adjourned.

Respectfully submitted,

Marjorie Sanders

*Marge's copy of  
locking door  
policy*

## Locking Door Policy

The Daycare will be responsible to lock the outside, Library main entrance doors after five O'clock on Monday, Tuesday, Wednesday, and Friday.

Bell Memorial Public Library will lock these doors on Sunday, Thursday night and Saturday.

If there will not be any children at the daycare after 5:00 o'clock, it will be the responsibility of the daycare to inform the library, so that the library staff may lock the door.

Procedure for securing the building at closing.

Staff on duty will walk around building checking:

- Senior entrance and exit

- Senior room doors

- Bell X-1 Room -2 entrances and exits

- Library main entrance and exit

- Library room doors

Making sure inside and outside doors are locked.

If 2 staff can do this together, so that one person can stand outside and jiggle the door to make sure that it is locked while the other staff person stays inside, then this is best. If only one staff person is checking, please make sure that the doors are locked.

*copies given to  
staff, daycare  
& seniors  
Also posted in  
staff area*



# STATE OF INDIANA

MITCHELL E. DANIELS, JR., Governor

*Maxwell*

Barbara R. Maxwell, Director

## INDIANA STATE LIBRARY

140 North Senate Avenue  
Indianapolis, IN 46204-2296  
[www.statelib.lib.in.us](http://www.statelib.lib.in.us)  
Tel. (317) 232-3675  
FAX (317) 232-3728  
TDD (317) 232-7763

March 1, 2005

Lorna Klein  
Bell Memorial Public Library  
101 W. Main St.  
Mentone, IN 46539

Dear Lorna:

Thank you for submitting a FY 2005 Technology Mini-grant application. There were 33 Wireless LAN applications with a total requested amount of \$108,814. There were 69 Using Technology for Library Instruction applications with a total requested amount of \$323,797. The grand total amount requested was \$432,611. Available LSTA funding was \$250,000, including both categories. The Indiana Library & Historical Board met on February 11<sup>th</sup> and added some funding to these grants so that the total awarded will be \$294,530.

A committee composed of members of the Public Library Services Committee and the Resource Sharing Committee of the Indiana State Library Advisory Council reviewed the grant applications. The amount of funding awarded to your project is \$5000.00

A contract with instructions for completion is enclosed with this letter. The project cannot start until you have received the contract back with all state signatures on it. Expenditures incurred before the contract start date cannot be reimbursed.

We would like to congratulate everyone who submitted a technology grant application. If you have questions regarding the grant process, please contact Rose Marie Kelsey-Traylor at 800-451-6028 or Martha Jane Ringel at 317-232-3696

Sincerely,

*Ginny Andis*

Ginny Andis  
Acting Supervisor  
Library Development Office

Equal Opportunity Employer



April 14, 2005

The Bell Memorial Public Library Board met at 6:30 P.M. Those present were Lorna, Dick, Honey, Jill, Brandon, Cal, and Marge. The resolution to adopt the Library Capital Projects Fund 2006-2008 was passed with no remonstrators present.

Cal reported that he spoke with Jim Moyer concerning the letter in The Paper.

The Board reviewed and amended policy for the Library Bill of Rights, The Freedom to Read, and the Materials Selection Policy.

Future meetings are as scheduled:

\* April 25, 2005 at 6:30 P.M. During this meeting the Board will review the Evaluation Forms for Employees.

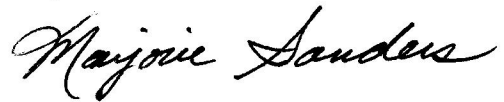
\* May 11, 2005 at 6:00 P.M. At this meeting pages 21-24 of the Policy Manual will be reviewed.

\* May 23, 2005 at 6:30 P.M. Copies of Employee Evaluations and monthly bills will be the main topics for this meeting.

\* June 15, 2005 at 6:00 P.M. will be our June mid-monthly meeting.

Honey made a motion to adjourn. Brandon seconded. Meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marjorie Sanders".

Marjorie Sanders

1

Re

May 11, 2005

The Bell Memorial Public Library Board met in an informal session at 6:00 p.m. to discuss various issues pertaining to the library. Those members present were President Cal Jackson, Honey, Dick, Brandon, and Lorna.

Those issues discussed, with no action being taken, include:

- The Daycare has started making weekly payments towards their outstanding utility bill. Lorna has received a check in the amount of \$50.00 from the Daycare.
- The Daycare and Bob Murphy have submitted a proposal to the State which will redistribute the square footages in the building which in turn will reduce the number of children required to satisfy the terms of the grant.
- Pages 21-26 of the Bell Memorial Public Library policy were reviewed.

The Bell Memorial Public Library was also presented a check from the Russell H. Eber Irrevocable Trust in the amount of \$150,000.00. This check was presented by officials from Lake City Bank.

It was mentioned that the Board's next regularly scheduled meeting is set for Monday, May 23<sup>rd</sup> at 6:30 p.m.

Respectfully submitted,

Brandon Spidler

3/23/05

Present: Roger, Brandon, Cal, Jill & Lorna

Meeting began at 6:40

There was no reading of the minutes for the April 25, 2005 meeting.

Old Business:

The flagpole is up and the flag will be flying within a couple of weeks.

The Friends of the Library minutes were sent out.

Update on the damages from Comcast cutting power on May 11<sup>th</sup>, 2005  
Day Care damage Toaster, Electric skillet, Security system & garbage disposal.

New Business:

Money from Russell Eber 1<sup>st</sup> ck was \$12,000.00 and 2<sup>nd</sup> ck \$150,000.00, it has been deposited in the gift fund. Cal has spoke with Karen. We do not want to put in to stock, probably short ter CD's 3-6 months or 1 year. Concern is to have a wish list, and be able to use the money when we want to. List so far: Poles in parking lot and privacy fence on the west side of parking possibly vinyl. It will cost approximately \$20,000.00 to do this. We decided to put \$100,000.00 into a CD and the balance in the Gift Fund.

Daycare gave us \$50.00 towards utilities. They said they would be trying to pay this weekly. It is possible that they will be able to meet the target date of June 30<sup>th</sup> by having 30 children enrolled.

We went over Lorna's calender, she will be asking Cathy or Gretchen to attend the cataloguing meeting that she will be attending June 14<sup>th</sup>.

Lorna will be writing thank-you notes to Eber's niece, Karen & Jeanine Knowles.  
Over dues have not been turned over for collection. Process top 2 that are over \$100.00.

Bills were approved.

We went over employee reviews  
LSTA \$2400 = 2004 2989 / was received.

Additional appropriation approved  
Warsaw Town Council was last week ok'd & approved.

We had questions and discussion on the closing for Mother's Day.  
It was a consensus that we would close 1 hour for the Mentone Day's Parade.

Kosciusko County Council  
LCP Plan  
2006-2008

Roger made the motion to adjourn, Brandon seconded the motion all approved.  
7:15 p.m.

Submitted by Jill Gross

Corrected & approved  
15 June 2005

May 11, 2005

The Bell Memorial Public Library Board met in an informal session at 6:00 p.m. to discuss various issues pertaining to the library. Those members present were President Cal Jackson, Honey, Dick, Brandon, and Lorna.

Those issues discussed, with no action being taken, include:

- The Daycare has started making weekly payments towards their outstanding utility bill. Lorna has received a check in the amount of \$50.00 from the Daycare.
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Respectfully submitted,

Brandon Spitler

## Bell Memorial Library Board Meeting 6/15/05

The minutes of May 23, 2005 were read and corrected.

Present: Cal Jackson, Brandon Spitler, Honey Kuhn, Lorna Klein & Jill Gross

### Old Business:

There was some discussion on the damage that occurred by Comcast. Comcast does have insurance to cover the damages.

Honey brought up the closing of the Library on Mother's Day, it was tabled and will be discussed at a later date.

Cal spoke with LCB about the money to be invested, it was discussed on investing \$125,000.00 6 month @ 3.67%, 12 month @ 3.95%. The Chamber is looking at a Mutual Fund there were some questions whether this would be a secure fund, and whether it would stay liquid.

The flag and pole are up and are ok but the bulb is burnt out.

Dick & Brandon met with Nipsco about the poles in parking lot. They will get back with them on a cost and time. When it is done the library and daycare will have to be closed for a day.

There was discussion on how the Daycare is progressing, we need to know by the June 27<sup>th</sup> meeting. Lorna will invite Bob Murphy, Megan and the Daycare board to the meeting.

Budget: Lorna will get a rough copy to all board members between the 27<sup>th</sup> and the July 13<sup>th</sup> meeting. July 13<sup>th</sup> we will need to set salaries, approve the budget with the changes for salaries.

### New Business:

Tara Bradley our Children's Librarian attended our meeting. She shared with us information about the summer reading club. At this time there are 39 kids between the age of 5 -9. She let us know what a great success the Silly Safari was with 115 people attending, and also how cost effective it was. She does have pictures that could be used to update our website.

We discussed Computrain using their off site back up program. Lorna will call for more information between the daily and the weekly. It will need to be put in the budget. We also discussed our travel policy. Honey suggested that we might think about putting a stipend on it. Honey gets \$26.00 per day.

Lorna then gave her reports:

Jean has hired a new employee, Carol Koeinig she will be used as a floater.

We discussed Mileage, as of 1/1/05 the federal went to 41.5, Lorna at the present gets \$.37, the state is at \$.34. We will need to make some changes to our travel policy.

Brandon made a motion to adjourn at 7:20, and Honey seconded the motion, all in favor.

Submitted by

Jill Gross

June 27, 2005

The meeting was called to order by Vice-President Roger Moriarty with Jill, Honey, Lorna, Roger, Brandon, Dick, Marge, and Bob Murphy in attendance. Jill read the June 15, 2005 minutes. The minutes were approved as read.

Building issues - NIPSCO's quote to move the poles is \$12,783.00. It will take approximately half a day, and would be scheduled sometime toward the end of July or the first part of August. Brandon made a motion to accept NIPSCO's bid and move the poles. Dick seconded the motion. Motion passed.

Day Care Update - A public hearing will be held on July 11, at 6:00P.M. to approve modification of the grant. Square Footage changes for the modification will be made to the Senior Center from 2146 sq. ft. to 3194 sq. ft. and to the Day Care from 3368 sq. ft. to 2320 sq. ft. Due to reduced space and lower age requirements, the number of daycare beneficiaries will drop from 48 to 24 children. Bob does not anticipate any problems, and he will send the report that is due to the state at the end of July.

Day Care Past Due Bills - It was decided to send a total past due bill to the Day Care Center. It will also be suggested that they seek help on this matter and contact Bob Murphy. The Library Board would like resolution of this problem by July 31, 2005. Lorna will write a letter to the Day Care Board regarding this situation.

Outside Bricks - Last noted was that Kevin Holly was trying to find a color match for the outside bricks. Roger will make a follow-up call.

Parking Lot Paving - Lorna will get new quotes on paving the parking lot. Approximately \$12,000.00 is available from capital projects for paving, striping, and signage.

New Business - Jill will contact Lake City Bank regarding the investment of the Eber money. She will report her findings at a later meeting.

Telephone Service Rates - Lorna reported on Quest. She will also check into Community Plans with Verizon.

Off Site Back-up System - A motion was made by Honey to hire Computrain at the earliest possible date for an off-site back-up system as discussed at the June 15 meeting. Brandon seconded the motion. Motion carried.

Mileage Rate for 2005 - After discussion Brandon made a motion to set the mileage rate for 2005 at \$0.39 per mile. Dick seconded the motion. Motion passed.

Cabinet for Lorna's office - The Board previously approved \$500.00 for this request.

①  
MS

Monthly Calendar & Reports - Lorna reported on her upcoming activities. She also reported that a free micro film machine and stand was available to the library. Lorna will contact Lee Barker to see if he would be willing to pick up the machine.

LIRF - After much discussion a resolution was passed declaring the LIRF Fund dormant. Dick made the motion to adopt the resolution and it was seconded by Brandon. Motion passed.

Monthly Bills - Bills were approved through signatures.

Adjournment - Brandon made a motion to adjourn. Dick seconded the motion. Meeting adjourned at 8:03 P.M.

Respectfully Submitted,

  
Marjorie Sanders

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Present: Roger, Brandon, Cal, Jill & Lorna

Meeting began at 6:40

There was no reading of the minutes for the April 25, 2005 meeting.

Old Business:

The flagpole is up and the flag will be flying within a couple of weeks.

The Friends of the Library minutes were sent out.

Update on the damages from Comcast cutting power on May 11<sup>th</sup>, 2005

Day Care damage Toaster, Electric skillet, Security system & garbage disposal.

New Business:

Money from Russell Eber 1<sup>st</sup> ck was \$12,000.00 and 2<sup>nd</sup> ck \$150,000.00, it has been deposited in the gift fund. Cal has spoke with Karen. We do not want to put in to stock, probably short ter CD's 3-6 months or 1 year. Concern is to have a wish list, and be able to use the money when we want to. List so far: Poles in parking lot and privacy fence on the west side of parking possibly vinyl. It will cost approximately \$20,000.00 to do this. We decided to put \$100,000.00 into a CD and the balance in the Gift Fund.

Daycare gave us \$50.00 towards utilities. They said they would be trying to pay this weekly. It is possible that they will be able to meet the target date of June 30<sup>th</sup> by having 30 children enrolled.

We went over Lorna's calender, she will be asking Cathy or Gretchen to attend the cataloguing meeting that she will be attending June 14<sup>th</sup>.

Lorna will be writing thank-you notes to Eber's niece, Karen & Jeanine Knowles.

Over dues have not been turned over for collection. Process top 2 that are over \$100.00.

Bills were approved.

We went over employee reviews

LSTA \$2400 = 2004 - Received -

Additional appropriation approved

Warsaw Town Council was last week ok'd & approved.

We had questions and discussion on the closing for Mother's Day.

It was a consensus that we would close 1 hour for the Mentone Day's Parade.

Roger made the motion to adjourn, Brandon seconded the motion all approved.

7:15 p.m.

Submitted by Jill Gross

20,590.00

Kos. City Council

Library Capital Projects 10/15/05 20050515

July 13, 2005

President Cal Jackson called the meeting to order. Cal, Brandon, Honey, Lorna, Dick, Jill, Marge and Roger were present.

- Day Care - As of July 1, 2005, The Day Care owes \$5254.73 in past due utilities. A question was also asked if any rent had been paid. The Board is concerned how the lease (nonpayment of rent and utilities) affects the grant and the legal ramifications for the Library Board. After a lengthy discussion, it was again decided to invite the Day Care Board to our meeting on July 25, 2005, at 6:30 P.M.
- Review of Operating Budget - Lorna reviewed the Operating Budget for the Board. After explanation and questions, Honey made a motion to accept the Operating Budget with salary numbers being adjustable until salary review. Jill seconded the motion. Motion passed.
- Salary Review - It was decided to keep Deb's salary at her current level. This is not reflecting her performance, but rather noting her dual roles as both bookkeeper and assistant in the library. After discussion, Brandon made a motion for a 3% increase for staff members with the above noted exception of Deb. Jill seconded the motion. Motion carried. Salaries for 2006 are as follows:

Martha .....	\$8.06
Cathy .....	\$8.63
Shelly .....	\$8.29
Maddy.....	\$8.23
Gretchen.....	\$7.90
Anne.....	\$6.25
Carol.....	\$7.30
Brenda.....	\$7.30
Tara.....	\$8.52
Circ/Tech.....	\$
Deb.....	\$12.13
Jean.....	\$10.30
Lorna.....	\$35,640.00
- Parking Lot and Pole Removal - Brandon will get dates from NIPSCO for pole removal. After discussion, Jill made a motion to pave the parking lot with the bid from Ranger adjusted for no tax. Dick seconded the motion. Motion passed.
- Motion to adjourn - Dick made the motion to adjourn. Honey seconded the motion. Meeting adjourned.

Respectfully Submitted,



Marjorie Sanders

Bell Memorial Public Library Minutes of Meeting 7/25/05

*Meagan Lininger*

The meeting was called to order @ 6:30 p.m. & guests were welcomed. Those present: Cal, Roger, Brandon, Dick, Jill, Lorna, & Honey. Guests included Day Care Staff/Board: Meagan Lininger, Marsha Fisher, Doris Smith, & Donna Crill. Linda Cochran was present from Friends of the Library.

Linda presented a concern regarding the lack of programming made available by the library & the difficulty in obtaining permission to use the Bell X1 room. A list of suggested offerings was presented to the board as well as information of programming made available to the public by the Nappenee and the Warsaw Public Libraries. Linda & Marsha indicated the FOTL would be willing to assist both with the organization of and possibly the financial areas of presenting some of the programs. The board thanked the FOTL for their input and expressed they would encourage the FOTL to pursue organizing and implementing some of the suggestions. It was noted that some of the suggestions had been addressed by the library staff and the board; however, due to the many issues the board has been dealing with, since the opening of the new building, the board's focus has been more problem oriented. The board clarified with Lorna that the form currently being utilized to request the usage of the Bell X1 room was never approved and questioned its origin. A copy of the board approved information/application dated June 2005 was shown to those present. Lorna was instructed to immediately pull the form which should have been in use since June 2004.

Cal reprised a past meeting with the Day Care board and events up to the end of June. Cal stressed the BMPL board's desire is for the Day Care to succeed and will support the Day Care during their 5 year occupancy as feasible. The BMPL recognizes their obligations to the grant. Conditions previously addressed:

1. enrollment: numbers have been modified to more realistic meet the goals. Meagan indicated the number of 24 students with 51% low to moderate income has been met. The Day Care is responsible to submit a report to ascertain their goal was met & the Day Care Board indicated this has been done.
2. financial concerns re: expenditures (i.e. rent, utilities): only a 1 X payment of \$50.00 has been received. Donna indicated they are encountering financial difficulty with 8 of 34 students on the voucher system. The voucher system is backlogged & only realize a return for 1 month past due from voucher system. Donna indicated the Day Care board is having difficulty meeting payroll.
3. square footage: Meagan did not understand the front load cost of the utilities & believed they should not be responsible for the utility bill. Cal, Jill, & Dick explained the system & Jill said she will again recheck the figures.

Marsha expressed a concern with negative community comments in regards to the Day Care operations.

Donna & Meagan expressed a desire for the BMPL board to address their needs with NIPSCO since they are not listed as a separate billing customer. Honey stated the Day Care Board should summarize and submit their request in writing to NIPSCO as shared space between financially subsidized agencies is not uncommon. It was suggested the Day Care Board contact Bob Murphy for more direction, if needed. After discussion, the Day Care Board was directed to summarize their concerns and request for adjustments for NIPSCO and the BMPL Board will facilitate as necessary.

~~Meagan~~ Meagan submitted a letter to Cal in regards to a fund raiser the Day Care is pursuing for financial support. Meagan also requested permission for the posting of a portable sign to indicate the location of the Day Care.

The guests then left and the board further discussed several issues, including but not limited to: the day care presentation, the lease and location of the signed lease, legalities in regards to the adjustments, budgeting concerns, etc., as it will reflect on our funding and audits.

The board discussed @ length the presentation by Linda for the FOTL. Lorna was directed by Cal to present 3 of the suggestions submitted by the FOTL to the board @ the August meeting and are they feasible.

Further discussion took place regarding the Bell X-1 room usage. Cal directed Lorna to destroy the unauthorized form and to implement the 6/28/05 policy immediately. Honey questioned Lorna in regards to staff meetings and Bell X-1 forms should have been reviewed @ that time. Lorna indicated Jean was suppose to hold staff meetings.

A discussion in regards to overdue fines took place. The board referred to the updated policy and directed Lorna to follow policy as written.

Minutes of the June 27, 2005 meeting were read, corrected and approved.

Old Business: Lorna is to continue to f/u regarding the exterior brick and parking lot. Lorna indicated the poles in the parking lot may be moved in the 2<sup>nd</sup> week of August with parking lot paving then taking place.

Computer back-up" Deb reported to Brandon it is working.  
LRF is dormant.

Jill presents interest rates for CD's @ LCB in re: Eber fund as:

9mo	3.5%
26mo	4.05%
59mo	4.5%

Money can be accessed every 7d (investors weekly). Jill was directed to check for a match by LCB (6m 3.92%) to Mutual Federa (6m 4.0%).

Cabinet for Lorna's office has not yet been purchased.

Lorna was directed by the board to take any offers on the old computers.  
Micro-fish machine has not yet been picked up.

Staff Meetings: Jean is to get board info from Lorna. Cal will meet with Jean in regards to holding staff meetings.

Calendar was reviewed.  
Bills presented & signed by those present.  
Next meeting: 8/17/05 @ 6:00 p.m.

Meeting was adjourned with motion by Dick & second by Jill.

August 17, 2005

The Library Board met on August 17, 2005, with the following members present: Cal, Honey, Brandon, Lorna, Dick, Roger, and Marge. Honey read the minutes from the July 25, 2005 meeting. Minutes were approved with corrections.

The Bell X-1 Room Usage Policy (approved June 2005) is now in place.

Cal will attend the Library staff meeting on August 29, 2005 at 5:00 P.M. Other Board members are also welcome to attend. The Library Board will then meet at 6:30 P.M. on the same date.

Lorna reported the poles will be possibly be moved next Thursday. NIPSCO and Ranger are working together on the project. Ranger will also put down the base coat. WRSW has been notified and the announcement has been on the air. Brandon and Dick will move the Mentone Egg Festival private meter on the pole to the new location.

Jill is researching our Gift Fund investment options. It was reported at this time we have not had to utilize the Gift Fund for the parking lot.

No remonstrators were present for the public hearing on the 2006 Budget.

The Friends of the Library are purchasing a refrigerator for the Bell X-1 Room. It will be delivered tomorrow (8/18/05). Dick moved some shelving to accommodate the refrigerator. There are also some old computers in that room. Lorna reported that one of the computers would be used for the card catalogue on line. After the drives are cleaned, Lorna has permission to sell the remaining computers. She also mentioned that she would also like to give one to the Day Care.

In new business, policy review and adoption were next on the agenda. It was noted that the portion of the Personnel Policy titled Job Descriptions was adopted on June 28, 2004. The Goal Statement and Mission Statement were also adopted at the June 28<sup>th</sup> meeting.

The Board reviewed and made several changes to pages 1 through 7. The topics covered were the By-Laws, Division of Power, Policies Governing the Use of the Library, and Multimedia Materials Rules. After review, Honey made a motion to adopt the above as our new policy. Roger seconded the motion. Motion passed.

Computer and Internet Usage Guidelines were then examined and changes made. Roger made a motion to adopt the new policy on Computer and Internet Usage Guidelines. Dick seconded the motion. Motion carried.

Pages 9 through 12 were then reviewed. Roger made a motion to pass the sections titled Interlibrary Loan, Reciprocal, PLAC, and other Nonresident Borrowers, Children, General Rules and Regulations, Gift Policy, and Material Selection Policy. Dick seconded the motion. Motion carried.

The Library Bill of Rights and The Freedom to Read sections (pages 13 - 15) were then reviewed. Changes were made as needed. Roger made a motion to approve the above sections. Dick seconded the motion. Motion passed.

After examining pages 16 through 18, Roger made a motion that the Censorship Requests and the Request Form for the Reconsideration of Library Materials be adopted as policy. Dick seconded the motion. Motion carried.

Library Behavior Guidelines, Prohibited Behavior, Dealing with Disruptive Behavior, and the Incident Report Form were examined. Honey made a motion to adopt the above sections as Policy. Dick seconded the motion. Motion passed.

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The Board then looked through the Personnel Policy and made some changes. It was decided that further research was warranted on several areas including, but not limited to a Grievance Policy, Sexual Harassment Policy, Volunteer Policy, and Community Service Workers. Honey will research and report back at our next meeting.

Roger inquired how Lorna was coming on her presentation for the August meeting of the suggestions made by the Friends. Lorna stated that she and Linda had a discussion today and she will be ready for the next meeting.

Lorna informed the Board that she and Jean would be changing offices. Cal has a letter from a staff member that he will be bringing to our next board meeting with a concern.

The next meeting is scheduled for August 29<sup>th</sup> at 6:30 P.M. A motion to adjourn was made by Roger. Honey and Dick seconded the motion. Meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marjorie Sanders".

Marjorie Sanders

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August 29, 2005

President Cal Jackson called the meeting to order with Lorna, Dick, Jill, Honey, Marge, Roger, Brandon, and Cal present. The minutes for the August 17 meeting were read and approved.

Cal noted that some of the board policy changes that were discussed were not transferred into the new policy. One of the items concerned the time frame for a valid Valley Student Card. Restrictions on the inter-library loan usage for new patrons was another item to be reviewed. He also mentioned that the staff had some suggestions as well. We will possibly have some adjustments and amendments for the policy at our next scheduled policy meeting.

A staff meeting report was given by Cal.

In old business, the power poles have been moved. Lorna noted that when the striping for the parking lot is being done, the entrance might be temporarily blocked. The Board preference for striping would be both sides would be slanted with the entrance be a one-way.

There has been no proposal from Dan Stiles for the exterior brick work at this time. Lorna will get some other proposals.

Gift Fund - Another check was received in the amount of \$22,679.35 which puts the current gift fund at \$180,731.06. Jill will look into interest rates at both banks for various time frames. It was decided to put \$25,000.00 in short term investments and \$160,000.00 in long term investments. The board gave Cal and Jill permission to make a decision regarding this matter. They will report their decision at the next meeting.

Utilization of the Bell X-1 Room - Lorna reported on possible programs for the Bell X-1 Room:

1. Author Visits - Tuesday evening, February 7, 2006, Author Pat Nekola from Wisconsin. The topic would be chocolate.
2. Book Reading Discussion Groups - At least 6 people would be needed for each book discussion.
3. Computer Training - This training would begin with the Seniors consisting of six sessions. INCOLSA would loan us 6 computers.
4. Purdue University Speakers Bureau - Many possibilities for educational hands-on projects and programs.
5. Spanish Classes

Honey inquired about the cost since we cut the marketing budget. Lorna may proceed with the planning first three possibilities working out the details including budgets and proposed costs.

Lorna is pursuing a survey to see if reallocation of hours would be appropriate with shortened hours on Saturday and longer hours on Tuesday evening.

The town auction will be held on Wednesday. It was mentioned that many items were still in the old library. Honey made a motion to donate old equipment to the Fire Department and EMS for the auction. Dick seconded the motion. Motion passed.

Lorna informed the board that they are trying a color copy machine on a trial basis. The cost of the machine is \$8,000.00. She will continue pursuing other copy machine options.



New Business - Lorna reviewed her September calendar. Book Buddies will begin on September 19. Book Buddies will meet once a month. Computer Training will be completed by November to meet grant requirements. This training will be need based.

Bills were approved through signatures. Brandon made a motion to transfer \$500.00 from Other Services and Charges to Supplies. Dick seconded the motion. Motion passed. Roger made a motion to transfer \$20,000 from the Dormant Fund to Personal Services. Brandon seconded the motion. Motion passed. Formal adoption of the 2006 Budget including the Operating Budget, Library Capital Projects, and the Debt Budget were all approved through signatures. The Certificate and Resolution of Tax Rates was also adopted through signatures.

Jill made a request on behalf of the EMS to use the Bell X-1 Room on September 1, 2005 and every third Monday of the month. Request was granted.

There will be no mid-month meeting in September. The next meeting will take place on September 26, 2005, at 6:30 P.M. Roger made a motion to adjourn. Dick seconded the motion. Meeting adjourned at 7:45 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marjorie Sanders". The signature is written in dark ink and is positioned above the printed name.

Marjorie Sanders

August 29, 2005

The Bell Memorial Public Library Board met in executive session after the regular monthly meeting. After discussion considering the Children's Librarian Position, it was decided that the position warranted an increase in salary to \$8.52 per hour. Twenty-four hours - 3 days a week are worked in this position. Executive session then adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marjorie Sanders". The ink is dark and the signature is fluid.

Marjorie Sanders

September 26, 2005

President Cal Jackson called the meeting to order at 6:30 P.M. Those present included Cal, Jill, Brandon, Dick, Honey, Lorna, Roger, Marge, and guest Marsha Scott.

The minutes of the August 29, 2005 meeting were approved as read.

### **Old Business**

**Parking Lot** - The poles have been removed and the parking paved and striped. After discussion of the handicapped parking spot, Honey made a motion to designate another handicapped parking spot to the right of the diagonal striping. This would make the total number of handicapped parking spaces to two. Jill seconded the motion. Motion carried.

**Fencing** - Cal reported on a quote of vinyl fencing from Steve Miller of R&T Fencing in the amount of \$3750.00. This solid vinyl fence (Superior) would be 136 linear feet with a height of 6 feet and would be placed on the west side of the parking lot. After discussion, Roger made a motion to accept the bid from R&T Fencing. Jill seconded the motion. Motion passed. Lorna will get a quote from Ranger for bumper guards along the fence.

**Brick Repair** - Lorna reported that Burton Butt from Syracuse has looked at the brick on the exterior of the building. The damage has been caused because when water gets behind the brick (which is normal) and then works its way through the brick. Because of a coating, some of the uppermost bricks have been damaged. She also reported that he stated the clay was from Carolinas and made in the 50's. The eight-inch cream brick is no longer being made and cannot be matched. He proposed that the decaying bricks be covered with a vertical vinyl or metal siding and recaulking the brick with limestone color caulking below the sills at a cost of \$7273.00. The board then went to look at the exterior. After discussion, the board decided to wait on the upper bricks, repair the crack south of the Senior doors and seal around the windows. The board also wondered about the possibility of stucco for the upper bricks. Lorna will get further information and a price quote for recaulking under the sills and repair of the crack south of the Senior doors.

**Heating/Cooling/Ventilation** - The Quine Heating and Cooling Proposals of October 2004 were reviewed. The board approved three stages of the proposals. After discussion, it was decided that Cal will contact Gary Toney regarding pricing for remaining proposals at the October 2004 prices. Roger then made a motion that we proceed with the remaining stages of the Quine Heating and Cooling proposals if the October 2004 prices are still in effect. Honey seconded the motion. Motion carried.

**Gift Fund Investment** - Cal and Jill reported that the Gift Fund Investments were through Lake City Bank. Lake City had the best interest rates for both the long term and short term investments.

**Leftover Computer Inventory** - Lorna will contact Nursing Homes to see if they would be interested in old computers etc. for games.

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Signage - Discussion was held regarding both interior and exterior signage. Lorna will look into internal signs for the Library, Day Care, and Senior Center. Outdoor signs that were discussed include One Way and Yield (for the alley - fire trucks, the ambulance, etc.).

Policy Amendments - The following changes were added to the policy through a motion made by Dick. The motion was seconded by Brandon. Motion passed for the following amendments.

Page 4 - Student Valley Card (3<sup>rd</sup> paragraph) Valley student cards are valid for one year only and will need to be renewed annually.

Page 4 - Limits on borrowing for new patrons (8th paragraph) One book or video

Page 5 - Policy Governing Use of the Library Household (3<sup>rd</sup> paragraph from bottom). A Staff recommendation will be added requesting a \$1.00 payment each time if fine is less than \$10.00. Overdue fines for multimedia (other than audio) lowered from \$3.00 to \$2.00.

Page 6 - Multimedia items are due before the closing of the end of the 2<sup>nd</sup> day.

Page 7 - Internet Use - After school change of terminology from students to patrons.

Page 7 - Internet Use - right to interrupt games etc. for reference

Page 8 - Add #8. All patrons are given opportunity to read policy and have acknowledged that they understand the rules and regulations. Drop the bottom portion.

Outstanding Fines - Lorna will research how much we have in outstanding fines at this time. Will we continue the Amnesty in November program?

Additional Amendment - Page 7, #5 Chat Rooms can be utilized at the discretion of supervising staff for educational pursuits.

## **New Business**

Day Care - Marsha gave an update on the Day Care. She noted the problems with the voucher system from other counties, and those vouchers would have to be discontinued. Currently, there are 39 children enrolled. She also noted that they were trying to get the Day Care authorized as a United Way Agency. The board appreciated Marsha sharing the Day Care information.

Lorna's Reports - Lorna reviewed her October calendar. Staff training will take place mid-October. She noted that she will need Jill's signature for Direct Deposit. Lorna would also like to see us become an OCLC library. An advantage of being an OCLC Library is the Online Catalog. It also would cut down on paper work for inter-library loans. Lorna estimated a one-time cost of \$4000.00. There will be a meeting in October regarding this program. Lorna also shared results of the Patron Survey.

Staff Meeting - Cal reported on some of the responses made by staff members regarding on being open on Tuesday evenings. The staff has concerns about the swapping of hours from Saturday to Tuesday evenings. Most of the staff was very supportive about being open on Tuesday night, but adding hours would be their preference. Discussion was held on library hours, staff input, and survey results. Lorna will check out the opportunity for 3 extra hours per week from the state.

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Mileage Rate - Lorna noted that the IRS has raised the mileage rates effective 9/01/05 from 40.5 cents per mile to 48.5 cents for the rest of 2005. No board action was taken on this matter at this time.

Library Internet Consortium - A commitment to join the Library Internet Consortium for Funding Year 2006 (July 1, 2006 through June 30, 2007) was passed. This resolution was approved by signatures.

Resolution - The Appropriation Reduction Resolution Ordinance was also passed through signatures.

Bills - Bills were approved through signatures.

Missing Laptop Computer - Lorna reported that our Laptop is missing. Part of the time the laptop case was in the work area and the rest of the time it was in Lorna's office. Lorna realized the laptop was missing from the case on Labor Day, so it was taken sometime between June and September. Lorna will need to contact the insurance company regarding replacement and deductible.

E-Bay - Libraries can now sell items under \$5000.00 on E-Bay.

Indiana Public Library Laws have moved from Title 20 Education to Title 36 Local Government. (Changes attached.)

Policy Meeting - Our mid month meeting will be held Tuesday, October 11 at 6:00 P.M. to review personnel policy and changes.

Regular Meeting - Our next regularly scheduled meeting will be held on October 24, 2005, at 6:30 P.M. A motion to adjourn was made by Brandon. Dick seconded the motion. Meeting then adjourned, and the Board went into an Executive Session.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marjorie Sanders". The signature is written in dark ink and is positioned above the printed name.

Marjorie Sanders

October 24, 2005

President Cal Jackson called the meeting to order with members Jill, Honey, Lorna, Dick, Brandon, Roger, Marge, and guest Bob Murphy present. The September 26, 2005, minutes were read and approved. The minutes of the October 11, 2005 mid-month meeting were approved as presented.

#### **Old Business**

**Brick/ window repair quotes** - Lorna presented a bid from Burton Butt for the repair of the window sills in the amount of \$972.00. Dick made a motion to accept the bid, Brandon seconded the motion. Motion carried.

**Signage** - Lorna will contact Graycraft and Staples concerning internal signage.

**Quine Contracts** - Jill reported that the 50% down check has been sent in. The Quine contracts will be paid through the gift fund.

**Parking Lot and Fence** - The parking lot and fencing will be paid through Capital Projects. The bumper guards are on the parking lot but not anchored down. Steve Miller reported to Cal that all fencing materials have been ordered, and that Steve will begin installation once all materials are in. After that the bumper guards can be anchored down.

**Friends of the Library** - Brandon reported that the FOL Bingo is tomorrow evening. All is set up and ready to go.

**Laptop** - Lorna has received a \$1500.00 check from the insurance company for the missing computer. This money will go back into the technology grant account at this time. A box of software is also missing from the shelf. It was suggested to keep items such as this under lock and key. Lorna reported that Deb has inventoried all items with serial numbers. Both Deb and Lorna have copies. Brandon suggested that a copy of this list is kept off-site as well.

**Increase of Library Hours** - Lorna reported that the request to increase the library hours from 55 hours per week to 58 hours per week has been approved by the state. It was suggested that the additional Tuesday evening working hours be made available to employees on a seniority basis. After further discussion, the resolution to increase the library hours three hours per week (55 hours to 58 hours weekly) on Tuesday evenings effective January 3, 2006, was approved through signatures.

#### **New Business**

**Day Care** - Cal summarized our discussions regarding the Day Care situation for Bob Murphy. The Library Board would like to see the Day Care survive and do well and also comply with our commitment to the state based on the grant. Through the change in three directors and board members for the Day Care, no lease was ever signed. We have billed the Day Care for their utilities based on our perception for what the lease should have been. We have not billed them for lease on their space in the building. At this point, the Day Care is continuing to struggle financially.

Suggestions made by Bob included:

- having a current Library Board Member and a representative from the Town Council to serve on the Day Care Board,

- share financial documentation with the Town Council regarding the Day Care and ask the Town's advice regarding this matter since the grant is through the Town, and

- the Day Care should check with DEKKO about planning and funding through Kosciusko County Foundation and United Way.

It was decided that Roger will contact a member of the Day Care Board and request their financial records (state reports, how much money the Day Care is generating, bills being paid, and any outstanding debts) to review for our mid-month meeting on November 15. We also need to let the Day Care Board know that the Library Board is considering its options. The Day Care Board will then be invited to our November 28, 2005 meeting at 6:30 P.M. Finally, we need to keep the Town Council informed of the situation.

**Overdues and Amnesty** - Lorna reported that there is \$862.49 in outstanding fines. This is not including three outstanding bills with the collection agency. After discussion, Dick made a motion to provide an amnesty program every two years beginning in December 2006. Patrons being offered amnesty will be recommended by the library staff with final approval by the library board. The first amnesty period would be effective from December 1, through December 31, 2006. Roger seconded the motion. Motion passed. The addition of the Amnesty program will be added to the Circulation Policy.

**Policy Change - Thanksgiving** - After discussion of a staff request for a change in Thanksgiving hours, Brandon made a motion to keep the library open the full day on the Wednesday before Thanksgiving. Employees that are normally scheduled for that day would be given the first option to work. Honey seconded the motion. Motion carried.

**Lorna's Calendar** - Lorna reviewed her November calendar. Brenda Stewart will be a guest author on November 10, 2005. The program will be free to the public.

**Approval of Bills** - Bills were approved through signature. A transfer of funds from Other Services and Charges in the amount of \$1700 into Operating Supplies was also approved through signatures.

**Mid-month Meeting** - The mid-month meeting will be November 15, 2005 at 6:00 P.M. Items on the agenda include the Day Care financial report and Policy Review.

**Adjournment** - Dick made a motion to adjourn. Honey seconded the motion. Meeting adjourned.

Respectfully submitted,

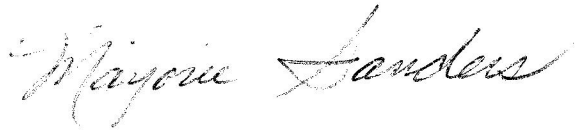


Marjorie Sanders

September 26, 2005

The Bell Memorial Public Library Board met in executive session on September 26, 2005 after the regularly scheduled board meeting. A personnel performance evaluation was discussed. Dick made a motion to adjourn. Brandon seconded the motion. Motion passed and meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marjorie Sanders". The ink is dark and the signature is fluid.

Marjorie Sanders



October 11, 2005

The mid-monthly meeting was called to order by President Cal Jackson. Cal, Roger, Jill, Brandon, Dick, Lorna, Honey, and Marge were present.

Policy was then reviewed with the following change on page 4, 2<sup>nd</sup> paragraph - the change was from \$65.00 to the cost determined by the state.

It was decided to post the Computer and Internet Usage Guidelines near the computers.

In regards to Vacation and Sick Leave and Unpaid Leave (page 3 of Personnel Policy), Lorna will find information from three other libraries. At our mid-November meeting we will incorporate FMLA guidelines into our policy.

The Board then reviewed page 33 An Understanding. After discussion, Roger made a motion to strike page 33 from our policy. Dick seconded the motion. Motion passed.

Brandon will review the Travel Policy and Training section and make necessary changes. These changes will be reviewed at our Mid-November meeting.

In other business, the board examined the new bids from Quine Heating & Cooling regarding remaining projects. The new bids are as follows:

Rooftop #4 (Zone 3) .....	\$6330.00
Rooftop #4 (Zone 2) .....	\$1919.00
Rooftop #4 (Zone 1) .....	\$3128.00
Rooftop #1 .....	\$1756.00

After discussion, Roger made a motion to accept the above bids. Brandon seconded the motion. Motion carried.

Lorna reported that Ranger Materials will be dismantling their crew on October 15, 2005. She reported a cost of \$880.00 for the bumper guards and \$20.00 to paint the handicapped space. After discussion, Honey made a motion to order and place the bumper guards but not set them. Dick seconded the motion. Motion carried.

For our next meeting, Cal will contact Bob Murphy and ask him to attend our next board meeting regarding the Day Care Lease and the Compliance of the Grant. Jill will have an update on the Day Care utility bills. It was also decided to cancel the Crystal Clear water treatment.

Lorna then presented her Action Plan for the Library. She addressed the concern regarding lack of communication and interaction with staff with the following actions: a weekly meeting with Jean, Tara, Deb and Lorna, monthly staff meetings, and review of the chain of command for the staff. The second concern was that of training. Lorna will collaborate with Jean to evaluate training needs and/or personality issues. Board members were presented with the proposed Action Plan.

A motion to adjourn was made. Meeting adjourned.

Respectfully submitted,

*Mayorie Anders*



*quine.com*

October 3, 2005

Bell Memorial Library  
107 W. Main Street  
Mentone IN 46539

**ROOFTOP #4**

Zone 1 computers

1. Rework existing duct
2. Add one return air
3. Rework existing zone system
4. Sheetmetal fabrication as needed
5. Redo supply duct with plenum and transitions
6. Material and labor included

Total            \$3128.00

50% deposit due upon acceptance of proposal, balance due upon completion

Accepted by: \_\_\_\_\_

\_\_\_\_\_ Date

Proposed by: David Kistler  
                 Gary Toney



October 3, 2005

Bell Memorial Library  
107 W. Main Street  
Mentone IN 46539

**ROOFTOP #1**

Children's library and second floor reading area

1. Rework existing supply ducting,
2. Re route as needed
3. Cap off old supply runs
4. Tear out old unused ducting
5. Re route ten supply runs and one return air
6. Sheetmetal fabrication
7. Material and labor included

Total                      \$1756.00

50% deposit due upon acceptance of proposal, balance due upon completion

Accepted by: \_\_\_\_\_

Date \_\_\_\_\_

Proposed by: David Kistler  
                  Gary Toney



October 3, 2005

Bell Memorial Library  
107 W Main Street  
Mentone IN 46539

**ROOFTOP #4**  
Zone #3

Activities area

1. Sheetmetal fabrication for supply and return
2. Install 11 supply registers
3. Install one return air
4. Install new duct work for supply plenum
5. Digital thermostat
6. Low voltage control wiring
7. All hanging material included
8. Material and labor included

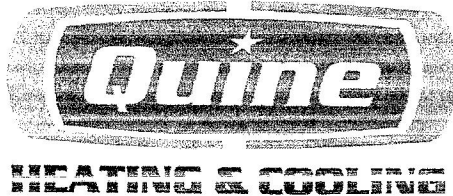
Total                      \$6330.00

50% deposit due upon acceptance of proposal, balance due upon completion

Accepted by: \_\_\_\_\_

\_\_\_\_\_ Date

Proposed by: David Kistler  
Gary Toney



October 3, 2005

Bell Memorial Library  
107 W. Main Street  
Mentone IN 46539

**ROOFTOP #4**

Zone #2

Kitchen, bathrooms and east entry area

1. Add supply run to kitchen
2. Starting collars and transitional sheetmetal as required
3. Install digital thermostats
4. Low voltage control wiring
5. Rework existing duct work
6. Material and labor included

Total \$1919.00

50% deposit due upon acceptance of proposal, balance due upon completion

Accepted by: \_\_\_\_\_

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

Proposed by: David Kistner  
Gary Toney

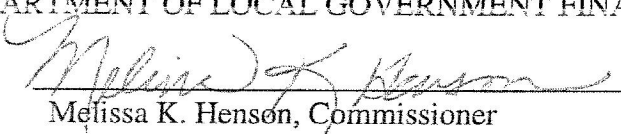
DEPARTMENT OF LOCAL GOVERNMENT FINANCE  
100 NORTH SENATE ROOM N1058  
INDIANAPOLIS, INDIANA 46204

ORDER #L05-045

IN THE MATTER OF THE REQUEST OF THE  
BELL MEMORIAL PUBLIC LIBRARY, KOSCIUSKO COUNTY,  
INDIANA, FOR THE ESTABLISHMENT  
OF A LIBRARY CAPITAL PROJECTS FUND

The Bell Memorial Public Library, Kosciusko County, Indiana, has passed a Library Capital Projects Fund as authorized by IC 36-12-12 and has met all statutory requirements to levy a property tax to support that fund, and is hereby authorized to levy a tax rate of one and thirty-three hundredths cents (\$.0133) per \$100.00 of assessed valuation for the tax year 2005 payable 2006. This rate and the appropriate levy amount should be advertised and passed as part of the 2006 budget along with a Capital Projects Fund budget not to exceed \$30,000 and Future Allocations not to exceed \$10,552 as specified in the Library Capital Projects Fund plan.

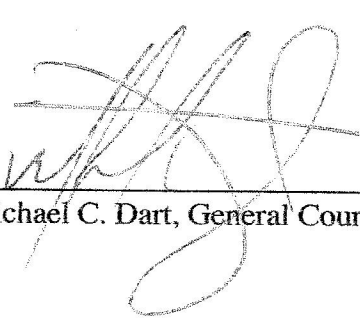
DEPARTMENT OF LOCAL GOVERNMENT FINANCE

  
Melissa K. Henson, Commissioner

STATE OF INDIANA  
DEPARTMENT OF LOCAL GOVERNMENT FINANCE

I, Michael C. Dart, General Counsel of the Department of Local Government Finance, do hereby certify that the above is a full, true and complete copy of the order of this Department made this date in the above-entitled matter.

WITNESS MY HAND AND SEAL of this Department on this the 14<sup>TH</sup> day of October, 2005.

  
Michael C. Dart, General Counsel

Marges'  
copy  
LCP Plan  
approved

November 15, 2005

The Bell Memorial Public Library Board met during the mid-month meeting with Lorna, Brandon, Dick, Cal, Jill, and Marge in attendance. Also in attendance were Megihann Leininger, Pastor Doris Smith, Doc McFadden, and Bill Boggs representing the Day Care. The minutes of the October 24, 2005 meeting were read and approved.

### **Old Business**

**Building Issues** - Lorna will get drawings from Grey Craft for signage in the entry ways. She also reported that Quine Heating and Cooling had not been here yet. The fence in the parking lot is up and looking good. The cost was a little higher than the original estimate due to concrete fill below the surface. Bumper guards will now need to be anchored down. Cal will try to get some Rebar cut for the bumper guards. It was also mentioned that when it rains, the parking lot does have some standing water. Cal also noted some items from Martha regarding the building. The double doors in the Senior Center has one door that is not functioning. The Senior Restrooms need to have lock sets installed. Lorna will contact a locksmith for the above items. Megihann brought up that the back door in the Day Care also has trouble latching. Bill Boggs wondered if surveillance cameras at the entrances would deter any possible problems in unsupervised areas.

**Day Care** - Discussion between the Day Care Board and the Library Board tookplace regarding finances. Pastor Doris and Megihann gave an update on the Day Care's financial status. The Day Care is making progress financially, although there still are problems. It was decided that Jill will figure out the adjusted utility bill for the Day Care based on their current square footage. The Day Care Board will also review their finances to evaluate what they can do to pay their fair share of the utilities. Lease figures were also discussed.

### **New Business**

**General Policy** - After discussion, the board will implement the adjusted Thanksgiving holiday policy <sup>to</sup> ~~will~~ go into effect in November 2006. Other discussion and review of policy also took place.

**Senior Board** - After discussion, Brandon make a motion to fill a position on the Senior Board with Lee Markley. Dick seconded the motion. Motion passed.

**Adjournment** - The next regularly scheduled meeting is scheduled for November 28, 2005. A mid-month meeting was also scheduled for December 15, 2005. Dick made a motion to adjourn. Brandon seconded the motion. Meeting adjourned.

Respectfully submitted,

  
Marjorie Sanders

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Marjorie Sanders



November 28, 2005

The meeting was called to order by President Cal Jackson. Those present included Cal, Jill, Dick, Lorna, Honey, Brandon, Marge and two members of the Day Care Board, Cindy Law and Doc McFadden. The minutes of the previous meeting were read and approved.

In old business Lorna reported on signage from Grey Craft. The cost of 6 signs plus the \$150.00 installation fee would total \$435.00. The board decided to have Lorna get samples in the appropriate sizes and colors with the board tabling this matter at this time.

In other old business:

- Door locks on the outside door have been repaired. Locks for the restroom had to be ordered.
- Damien from Quine Heating and Cooling looked over the building last Monday (11-21-05).
- Jim Eads has been contracted for snow removal.
- Cal and Brandon will anchor bumper guards for the parking lot.
- Jill reported on the adjusted utility bill for the Day Care. With the adjusted square footage of 12,824 square feet (decrease of 35.1% to 22%), the Day Care owes \$4,115.19 (\$100.00 payment deducted) through October 20, 2005. (Copy attached.)

After discussion, Dick made a motion to balance the utility budget. Brandon seconded the motion. Motion passed unanimously.

In new business Lorna requested that the Library be closed January 10, 11, and 12 of 2006 for inventory. Dick made a motion to approve the closing for the above dates. Honey seconded the motion. Motion passed. Lorna will notify the public and the Friends of the Library.

Bell X-1 Requests - Lorna brought a request to the board from someone regarding use of the Bell X-1 room. Since the request does not follow the policy, it was turned down. Jill also made a request on behalf of the Gold Wings. She will get the Bell X-1 packet to the appropriate person.

Lorna reported that the Chamber of Commerce requested that the library be open Monday evening, December 5, 2005, from 5-8 P.M. for the annual Open House. After discussion, a motion was made by Honey to keep the library open for the Open House from 5-8 P.M. on December 5. Brandon seconded the motion. Motion passed.

Lorna reported that Santa (Terry Reed) would be in the lobby of the building on December 10, 2005.

She also reported that the Excel Training has been cancelled until January.

After discussion of end of the year bonuses, holiday pay, etc. the board will request that Deb figure the cost of paying the 100% of the staff for holidays recognized by policy. Lorna will also get appropriate costs of training and professional meetings for staff. Discussion of these items will be continued at a future meeting.

Resolutions were passed through signatures to transfer \$1000.00 from periodicals to non-print and to transfer \$660.90 from furniture and equipment to books.

After discussion concerning the purchase of a laminator (approximate cost - \$1,399.00), a motion was made by Honey to purchase a large laminator with a cart and also purchase a smaller one if money allows. The motion was seconded by Jill. Motion passed.

Policy review and adoption discussion was then held. The Bell X-1 Room Policy is to be included in the Policy Manual between Library Behavior and Personnel policy. A change was also made to the Amnesty Policy on page 16. The official adoption of the Policy will take place at the December 15, 2005, meeting.

Approval of bills was the next item on the agenda. A \$2700.00 bill from Umbaugh and Associates will come from Professional Services. Bills were then approved through signatures.

Lorna reported that the lap-top is up and running.

Our next meeting is scheduled on December 15, 2005, at 6:00 P.M. for final adoption of the budget. Our regular meeting will be held on December 26, 2005, at 6:30 P.M. Dick then made a motion to adjourn. Brandon seconded the motion. Meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marjorie Sanders". The signature is written in dark ink and is positioned above the printed name.

Marjorie Sanders

	NIPSCO			DAY CARE 22%		CULLIGAN		DAY CARE 50%		WATER		DAY CARE 22%
	1/1/22 THRU 12/22	\$1,758.33		\$386.83		\$113.95		\$56.98		\$99.54		\$21.90
	12/22 THRU 1/25/04	\$2,432.72		\$535.20		\$103.90		\$51.95		\$134.91		\$29.68
	1/25 THRU 2/24	\$1,744.29		\$383.74		\$114.30		\$57.15		\$143.67		\$31.61
	2/24 THRU 3/24	\$2,128.40		\$468.25		\$105.80		\$52.90		\$135.21		\$29.75
	3/24 THRU 4/22	\$1,153.35		\$253.74		\$95.40		\$47.70		\$118.29		\$26.02
	4/22 THRU 5/24	\$1,263.29		\$277.92		\$122.80		\$61.40		\$126.75		\$27.89
	5/24 THRU 6/22	\$174.75		\$38.45		\$131.30		\$65.65		\$118.29		\$26.02
	6/22 THRU 7/26	\$1,456.72		\$320.48		\$105.80		\$52.90		\$126.75		\$27.89
	7/26 THRU 8/24	\$1,077.62		\$237.08		\$68.00		\$34.00		\$126.75		\$27.89
	8/24 THRU 9/20	\$775.99		\$170.72		\$203.10		\$101.55		\$118.29		\$26.02
	9/20 THRU 10/20	\$958.15		\$210.79		\$102.00		\$51.00		\$109.83		\$24.16
	\$4,215.19			\$3,283.19				\$633.18				\$298.82

**BELL MEMORIAL PUBLIC LIBRARY**

101 West Main Street; P.O. Box 368

Mentone, Indiana 46539-0368

(574) 353-7234; Fax (574) 353-1307

<http://bell.lib.in.us>    Email [bellib1@bell.lib.in.us](mailto:bellib1@bell.lib.in.us)

## RESOLUTION TO INCREASE LIBRARY HOURS

Bell Memorial Public Library Board of Trustees approve being open 58 hours instead of 55 hours. This means that the library will be open until 8:00 P.M. on Tuesday. The cost involved in staying open has been included in the operating budget and will not warrant requesting any additional money from the state. *effective 1 Jan. 2006*

Passed this 24<sup>th</sup> day of October, 2005.

**AYE**

**NAY**

Roger A. Mearns  
 Richard B. Mearns  
 George A. Mearns  
 William A. Mearns  
 John A. Mearns  
 Mary A. Mearns

ATTEST

Maïorle Sanders  
Secretary

# BELL MEMORIAL PUBLIC LIBRARY

101 West Main Street; P.O. Box 368  
Mentone, Indiana 46539-0368  
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AYE

NAY

Brenda Smith  
Richard Webb  
Donna Kuhn  
Carolyn M. M. M.  
Patricia M. M.  
Patricia M. M.  
Patricia M. M.  
Patricia M. M.

ATTEST

Mayrae Sanders  
Secretary

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AYE

NAY

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ATTEST

\_\_\_\_\_  
Secretary

## Lorna Klein

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**From:** Terry, Faye [fterry@statelib.lib.in.us]  
**Sent:** Monday, October 03, 2005 2:21 PM  
**To:** Lorna Klein  
**Cc:** Faye Terry  
**Subject:** RE: increasing library hours

That would be a policy change that your library board needs to make. Be sure to send Edie the additional hours, so she can have the public library directory on the web updated.

I will be back in the office on Wednesday. Am doing the District 1 trustee session in South Bend tomorrow. Hope to see you there. It's on unserved. I've been gone since September 22.

Faye

Faye Terry  
Public Library Services Consultant  
Indiana State Library  
Library Development Office  
140 North Senate Avenue  
Indianapolis, IN 46204  
1-800-451-6028 (Indiana only)  
1-317-232-1938  
1-317-232-0002 (fax)  
1-317-439-1808 (cell)

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**From:** Lorna Klein [mailto:LKlein@bell.lib.in.us]  
**Sent:** Thu 9/29/2005 7:18 PM  
**To:** Terry, Faye  
**Subject:** increasing library hours

Faye

I know that you are very, very busy with such a decrease in Lib Dev Staff and with Edi not well, but could you help in that I did a survey and our library would like to be open one more evening. 88 said yes and 32 said no; Do I need to get state permission or what is the process.

(Presently, we are open 55 hours and this would make it 58. I have money to cover the 6 hours per week that it would cost to man these hours.)

Thanks. Lorna Will talk to later about

What is going on here, again.