

BELL MEMORIAL PUBLIC LIBRARY

LIBRARY CAPITAL PROJECTS FUND 2007-2009

CAPITAL FUNDS EXPLANATION

Capital Projects according to Indiana State Law may request no more than \$.0133 per \$100/assessed valuation. With an assessed valuation of \$127,643,470 as of 2/13/2006, a Capital Funds Project tax of .0133 per \$100/assessed valuation of property taxes would raise approximately \$16,977 annually. The Library Board of Trustees is asking for permission to levy the tax amount of .0133 per \$100/assessed valuation.

The Library Board believes that this proposal will greatly benefit local taxpayers, and that proposed rate will cause no undue burden to members of the community. We respectfully request that you approve this plan of service, and allow the tax rates to be adjusted to reflect funding of this plan.

A. General Description of Library District

1. Library Taxing Unit

Bell Memorial Public Library taxing unit includes Harrison Township and the Town of Mentone

2. Name and Location

Bell Memorial Public Library
101 W. Main Street; P.O. Box 368
Mentone, IN 46539-0368
Phone: 574-353-7234
Fax: 574-353-1307
Internet: www.bell.lib.in.us

3. Composition of Governing Body

Bell Memorial Public Library is governed by a seven member Board of Trustees. They are appointed by various agencies. Each

trustee serves a four year term. Trustees may be reappointed 4 times. The following are the appointed members on this board:

Cal Jackson—President (appointed by township)

Roger Moriarty—Vice-President (appointed by
Town of Mentone)

Jill Gross—Treasurer (appointed by TVSC)

Marjorie Sanders—Secretary (appointed by
TVSC)

Dick Webb (appointed by Kosciusko County
Council)

Honey Kuhn (appointed by TVSC)

Brandon Spitler (appointed by Kosciusko
County Council)

4. Current Number of Employees

The library currently employs a full time Director, clerk/bookkeeper, and administrative assistant; along with eight part time employees, one substitute, a janitor, and several volunteers

5. Current Annual Budget, Annual Property Tax Rates, and Levies for all Funds

2006 Operating Budget (as adopted by
BMPL Board of Trustees) \$280,875

Levy .1136

2006 Debt Service Fund \$ 37,116

Property Tax Rate

Levy .0190

2006 Library CPF \$ 30,000

Property Tax Rate

Levy .0030

B. Listing of Present Facilities Operated and Maintained by the Library District

Bell Memorial Public Library is located at 101 W. Main Street, Mentone, in a renovated building that was the former Frank Manufacturing Building. It has been funded partly by a CFF

Grant from the IN Depart of Commerce. This new facility houses, in addition to the library, a licensed daycare and a senior citizen center.

- Library 4,330 sq. ft. main level
1,071 sq.ft. upstairs (loft)
- Daycare 2,320 sq. ft.
- Senior Center 1,441 sq.ft.
- Bell X-1 Room (activity room) 1,753 sq. ft.
- Shared space and utility room 1,909 sq.ft.
- Property 306 N. Broadway 2,670 sq. ft.
(This property is for sale.)

Estimated current value of building and holdings

- Bell Memorial Public Library, 101 W. Main

Contents	\$ 800,000
Special contents (computers)	50,000
Building	1,246,784
	total \$ 2,096,784
- Building 306 N. Broadway
(vacant) 80,000

Detailed evaluation of the condition of all facilities:
 Bell Memorial Public Library reopened at 101 W. Main Street on 28 April 2003. Construction was completed by 20 June 2003. Therefore, the building is in excellent condition, meeting all codes at the present time
 The old library, located at 306 N. Main St. is in good condition.

C. Library Service Area

1. Area of Service

- Harrison Township
- Town of Mentone

2. Area in Square Miles

- 42.67 sq. miles Harrison Township
-

- .23 sq. miles Franklin Township located in the town of Mentone
 - Total 42.90 sq. miles serviced by Bell
- In addition, Bell services, Tippecanoe Valley School Corporation that is 196 sq. miles
 - Grand total of area is 196 sq. miles

3. Population Served (2000 Census)

- 3,678. (This does not include the Tippecanoe Valley School Corporation extra areas)

Annual Statistics of Service (2005-2006)

	2005	2006
Registered Patrons	3381	3084
Circulation	188,552	158,394
Collection Size	41,029	32,357
Hours of Service	55	58

C. Anticipated Capital Projects Fund Resources

	2007	2008	2009
Projected Assessed Valuation	\$127,643,470	\$127,643,470	\$127,643,470
Property Taxes			
	\$16,977	\$16,977	\$16,977
Excise Tax	1,700	1,700	1,700
Projected Tax Rate	.0133	.0133	.0133

D. Proposed Use of Library Capital Projects Fund

BUDGET YEAR 2007 LOCATION: Bell Memorial Public Library

No funds have been set aside for the following areas:

- a. Acquisition of real property

Appropriations have been made in the following categories:

- a. Planned construction, repair, replacement, or remodeling 1,000
- b. Site development 2,000
- c. Emergency Allocation 2,000

- d. Purchase, lease, repair, and maintenance of equipment 10,000
- e. Purchase, lease, repair, and maintenance of computer hardware and computer software 10,000
- f. Allocation for future projects 12,223

The library will continue progress toward improving the technology that Bell can offer, which includes purchasing a new microfilm machine, a DVD cleaner and repair machine, upgrading computers that are on a replacement schedule, improving automation system, and revamping Bell's web page.

BUDGET YEAR 2008 LOCATION: Bell Memorial Public Library

No funds have been set aside for the following areas:

- a. Acquisition of real property

Appropriations have been made in the following categories:

- a. Planned construction, repair, replacement, or remodeling 1,000
- b. Site Development 2,000
- c. Emergency Allocation 2,000
- d. Purchase, lease, repair, and maintenance of equipment 9,000
- e. Purchase, lease, repair, and maintenance of computer hardware and computer software 9,000
- f. Allocation for future project 8,000

Cash is \$12,223 for future allocations from 2007. A security system will be added to the collection. Updating computers That are on a replacement schedule will continue.

Shelving in the upstairs storage area will take place as well as finishing this area.

BUDGET YEAR: 2009 LOCATION: BELL MEMORIAL PUBLIC LIBRARY

No funds have been set aside for the following areas:

(7) Future Allocation	12,223	8,000	7 0
TOTAL EXPENDITURES AND ALLOCATIONS	37,223	31,000	26,777

SOURCES AND ESTIMATES OF REVENUE

January 1 Cash balance	18,446	12,223	8,000
Less encumbered appropriations	0	0	0
Cash balance available for			
Current plan	18,446	12,223	8,000
Property Tax revenue	16,977	16,977	16,977
Auto, Excise, and tax receipts	1,700	1,700	1,700
Other Revenue (interest)	100	100	100

TOTAL FUNDS AVAILABLE FOR PLAN

37,223	31,000	26,777
--------	--------	--------

Based upon Assessed Evaluation

2007	2008	2009
127,643,470	127,643,470	127,643,470

**THE PROJECTED TAX RATE for the Library Capital
Projects (LCP) will be** **.0133 .0133 .0133**

Board Meeting Attendance 2006

	January	February	March	April	May	June	July	August	Sept.	October	Nov.	Dec.
Cal	✓	✓	✓	✓						✓	✓	✓
Roger		✓		✓		✓				✓		
Marjorie	✓	✓	✓	✓						✓	✓	✓
Jill	✓	✓	✓	✓		✓				✓	✓	
Honey	✓		✓	✓		✓				✓	✓	✓
Brandon	✓	✓		✓		✓				✓	✓	✓
Dick	✓	✓	✓	✓						✓	✓	✓

Bell Memorial Library Board Meeting January 17, 2006

Present: Roger, Brandon, Honey, Cal, Jill, Lorna

Day Care Present: Marsha Pastor Doris, Bill, Cindy, Megan & Doc McFadden

The minutes of 11/28/05 were not read.

Old Business:

Bldg- Bathroom hardware was installed and completed

Quinne has not been here

We have not heard from Ed Roberts concerning our sign

Megan asked if the Daycare could put the banner that use to be on the fence in the front flower bed. She was instructed to check with the town and Honey also asked that it not be there too long.

Daycare Financial

FSB in now paid off

They are having a fund raiser 2/4/06 - Chilli Supper & Auction

They are in the process working with Donors. They received a gift of stock in which they will be selling.

Enrollment: 46 children 42 families

100% paying

There was discussion on liability insurance for the daycare. Bill questioned if the building is owned and run by the library if there is an umbrella for liability. It was discussed at length and decided that Bill Jeffries should attend a meeting. He will try to be put on the agenda for February 16th at 6:00.

Daycare is also working with a program Teens & Tots through a grant they utilized Daycare.

United Way to be evaluating for funding.

Daycare was dismissed.

Continuing Old Business

Honey made a motion per security and liability that a lock be put on the kitchen door into the Bell X room and that the freezer be moved. Brandon seconded, it was discussed and voted all in favor.

Brandon completed policy changes and revisions including the by laws. There is one item in policy to be discussed holiday/vacation pay. BIG THANKS TO BRANDON!!

Roger made a motion to approve the revised policy of the Bell Public Library manual

Honey seconded all in favor.

New Business

There was discussion on the Children's Library Budget. The past 4 years we received a

Dekko grant of \$1300.00. There was a question as if Lorna budgeted more to compensate for this. She budgeted \$2000.00 which was \$500 more than last year. In the past The Friends of the Library gave \$1200 to the program. It was discussed that we do not want to count on that every year. It is projected that she will need \$2800 for 2006. After Discussion, Lorna will continue to seek funding for the Children's Library. A gift of \$500.00 was received from Midwest Poultry in memorial to Delores Fore. It will be dedicated to the Children's library. Lorna will send a thank you.

Holiday/Vacation discussed figures will be brought to next meeting.

Adopted 2006 meeting dates, Jill made motion Brandon seconded all in favor.

Franklin 1 & 2 will be using the Bell X room for voting.

Discussion on Pro Info, received bills for catalog station, but will not pay until we do receive the station and it is up and working.

Roger made a motion to adjourn

Margie's copy

18 January 2006

Jeri

Thank you for sending me the notice about setting the library's meeting dates for 2006. The following dates were set by Bell Memorial Public Library Board of Trustees at the 17 January 2006 board meeting:

Bell Memorial Public Library Board of Trustees will meet the last Monday of every month for their regular meeting time, except for the months of May and December. The following are

the dates set:	January 30	July 31
	February 27	August 28
	March 27	September 25
	April 24	October 30
	May 22	November 27
	June 26	December 28

Thanks.

Lorna Klein
Director

January 30, 2006

The Bell Memorial Library Board met at 6:30 P.M. with president, Cal Jackson calling the meeting to order. Those present were Honey, Cal, Lorna, Dick, Jill, Marge, and Brandon. Minutes from the November 28, 2005, and January 17, 2006 meetings were read.

Old Business

Updates -Updates were given on the following items: brick and window repair, heating and cooling - Quine, and internal signage (we will get another bid).

Insurance -Bill Jefferies will meet with us concerning insurance on Thursday, February 16, 2006, at 6:00 P.M.

Day Care -Jill will provide a Facility Use Fee for the Day Care at our next meeting. Items may include, but are not limited to: utilities, water, trash, window washing, snow removal, carpet cleaning, snow salt, and other miscellaneous expenses.

The board also agreed that there needs to be a Contractual Agreement regarding insurance with the Day Care.

Training - The Excel and other training has been postponed until a later date. Lorna mentioned that many of the employees would also like training in Sagebrush (library automation system).

New Business

Election of Officers - A motion by Honey was made to retain the current slate of officers for 2006. Brandon seconded the motion. Motion carried. Officers for 2006 are: President - Cal Jackson, Vice President - Roger Moriarty, Secretary - Marjorie Sanders, and Treasurer - Jill Gross.

Holiday and Bonus Pay - Discussion was held concerning holiday and bonus pay for the employees. After discussion, Dick made a motion to propose holiday pay for all staff for the seven holidays included in Board Policy. This holiday pay is based on a formula on the normal average of hours worked per week divided by five. This amount would then be multiplied by the employee's hourly rate. For the year 2006, only six holidays would be included beginning with Easter. After this year, the seven holidays recognized by Board Policy would go into effect. Honey seconded the motion. Motion passed unanimously.

Future Need - Dick mentioned that it would be nice to have an extra speakers for the Bell X-1 room along with a locking wall cabinet to store a DVD machine, etc.

Updates by Lorna - Lorna reviewed her February calendar. She also reported on the Ricoh 228C copy machine priced at \$6,893.28. Lorna will check with Dan Swick of IKON to make sure the service charge is included in the agreement. Honey then made a motion to purchase the above copier if the service charge is included. Brandon seconded the motion. Motion passed.

Approval of Bills - Bills were then reviewed and passed through signatures. Our mid-month meeting is scheduled for February 17, 2006 at 6:00 P.M.

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

Respectfully submitted,

Marjorie Sanders

February 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Reference Roundtable Mish-Penn 1-4	2	3 NEILC Churubusco P.L.	4 Depressed Pain Rx 6:30
5	6	7	8	9	10	11
12	13	14 30	15	16 INCOLSA 1. Winter meeting- Huntington P.L. 1-4 2. Meeting 6:00 with Daycare Bd and Bill Jefferson	17	18
19	20 MONKEY DAY 11:00 for children Book Buddy Day	21 Author visit- Pat Nekola Program-Chocolate 6:30	22	23	24	25
26	27 Board meeting 6:30	28	Lorna's February Calendar	491-3900 lklein@bell.lib.in.us		

February 27, 2006

The Bell Memorial Public Library Board met on February 27, 2006, at 6:30 P.M. President Cal Jackson called the meeting to order. Those present were: Cal, Jill, Lorna, Dick, Brandon, Roger, and Marge. The minutes for the January 30, 2006, ^{meeting} were read and approved with corrections.

Staff Training - In old business Cal asked about the staff training. Lorna reported that the training was scheduled for March. (See Lorna's March calendar.)

Copy Machine - The new copy machine is here.

Key Use Discussion - Lorna prepared a color coded map for all locking doors for the building. After reviewing the different keys and entrances, it was determined to segregate the different areas of the building with appropriate keys if possible. It was noted to change all Senior keys including the exterior door to 4AA ^{by use} (brown) along with the restrooms in the Senior area. In the Day Care area, it was decided to change the 3AA's to 2AA's (green). The Bell X-1 Room would have 3AA's (orange). The Library staff would also have separate keys ^{red} (blue). Deb ^{have} her own key. Lorna's office and Jean's office also have 1AA keys. Lorna will contact the locksmith to see if this would be possible.

Dick suggested a locked key cabinet to hold all labeled keys with only 2 keys available to open the key cabinet. The Master Key should not be taken out of the box unless it is signed for. The color coded map should also be placed in the key cabinet. Jill also suggested having the exterior doors also lettered or numbered for emergency use.

General Building Items - Lorna reported that Quine Heating and Cooling has been here every day. It was suggested to ask Quine about the Children's room being so warm.

Insurance - Lorna reported that Bill Jefferies reported that we are right on target with our structural insurance. Deb and Lorna are listing \$1,246,784.00 for the contents. Further insurance discussion continued.

New Business - Lorna reviewed her March calendar. Ideas to be included the Capital Projects Fund were also discussed.

The Book Club discussion group will be led by Bob Jarboe.

Franklin 1 and 2 will be using the library for voting. Harrison 2 will be voting in the old library.

Approval of Bills - Bills were approved through signatures.

Employee Evaluations and Interviews - Evaluations will occur perhaps in mid-April or May. Interviews may also occur at a later date.

Old Library - Jill reported that the Town will be moving out of the old building in March.

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

Respectfully submitted,


Marjorie Sanders

March 2006

Staff

Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Technology Train 3-5 and 6-8 Microsoft Word	7 Mitford Series Book Club 7:00	8 Technology Train 3-5 and 6-8 POWERPOINT	9	10 Children's movie	11
12	Technology Train EXCEL 3-5 and 6-8	14	15	16	17	18
19	Technology Training Make-up/redo 3-5 and 6-8	21	22	23	24	25
26	27	28	29	30	31	

March 2006

Lorna's

Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Community Prayer Breakfast 7:00 9:00 Dekko Mting Kos Foundation 3:00 leave for SAM'S	2 SAM'S conference	3 SAM'S Conference	4
5	6 LCP Workshop Peabody P.L. 9:30	7	8 NILART New Carlise P.L. 9:00	9	10	11
12	13	14	15	16 Mentone Sschool KEYES 9:30-noon		
19	20	21	22	23		
26	27 Bd Meeting 6:30	28	29 IN ST Library Strategic Planning Mish-Penn P.L.	30	31 NEILC Mt. Garrett P.L. 9:00	

March 27, 2006

President Cal Jackson called the meeting to order with the following people in attendance: Lorna, Dick, Cal, Honey, Jill, Roger, and Marge. Minutes for the February 27, 2006, meeting were approved with corrections.

Old Business

Key Discussion - Lorna reported that the locksmith was able to segregate key locks according to specific building use. Changes to the minutes were made in ink to correct several discrepancies. A copy of the new key legend is included with these minutes. Lorna noted that she has a call to the Fire Marshall concerning a dead bolt lock between the Bell X-1 Room and the kitchen.

Day Care - At our last meeting with the Day Care, we provided the Day Care Board with annual costs regarding their portion of the bills. The Day Care Board was then going to look at their own liability insurance and financial aspects regarding the library. As of this time, neither Cal nor Jill has heard from the Day Care Board. It was suggested that we prepare a letter inviting them to our April 24, 2006 meeting to hear their updated response. Lorna will write the letter to the Day Care Board.

Sound Update for the Bell X-1 Room - Lorna met with Millenium Sounds for a quote for 5 speakers and a receiver. After discussion, Dick suggested to take the current speakers off the floor and move them to a central location. In continuing discussion regarding the Bell X-1 Room, Cal noted that Tara will be showing the movie Chicken Little on April 3, 2006 and The Chronicle of Narnia on April 5. When previewing the movie, it was a very sunny day and the light from the atrium windows really washed out the images. Tara got a quote on window film in the amount of \$572.00 from Classic Blinds to do the 6 atrium windows. It was then requested that Tara get another quote on blinds for these windows.

Insurance Coverage - Lorna reported a change in medical coverage. This change would result in a savings of \$500.00 - \$600.00 per month and no coverage would be lost.

Old Library - Jill reported that the town will be moving out of the old library the weekend of April 8th and 9th. The Open House for the new Fire Station will be held on April 15 from 11:00 A.M. to 3:00 P.M. After discussion concerning the flag pole at the old library, Dick made a motion to donate it to the Fire Department. Roger seconded the motion. Motion passed.

New Business

Capital Projects Fund - The hearing for the Capital Projects Fund will be on April 6, 2006 at 6:00 P.M.. The hearing with the County Council will be on May 11, 2006, at 7:00 P.M.

Lorna's Calendar - Lorna reviewed her April calendar. She also gave board members a copy of the new adopted Board Policy, a copy of the 2005 Indiana Library Laws, and a Reference Manual for Indiana Public Library Board Members.

Easter Holiday - It was noted that this will be the first paid holiday for the staff as outlined in our new policy.

Other Issues - Questions regarding communication and management of several situations were addressed. The Board gave an oral reprimand to an employee regarding these situations.

Approval of Bills - Jill had a question concerning an initial installation and set-up fee for the new copy machine. That bill is to be put on hold until Lorna checks on it. The rest of the bills were approved through signatures.

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

Respectfully submitted,



April 24, 2006

President Cal Jackson called the meeting to order. Present were: Cal, Marge, Honey, Dick, Brandon, Jill, Roger, Deb, and Lorna. The reading of the March 2006 minutes were read and approved.

Cal read a letter from Rev. Doris Smith for the Day Care Board. Day Care Board members would be unable to attend the April meeting. Pastor Doris stated that the Day Care does have insurance which is the same as United Methodist Church's coverage. She invited Cal and another board member to attend their meeting to share some concerns. Dick thought that he might be able to attend and Cal was unsure at the time due to the 2:00 P.M. time.

Lorna presented a quote for plastic blinds for the Bell X-1 room. A motion by Brandon to purchase the blinds from the LIRF dormant fund. Dick seconded the motion. Motion carried unanimously.

The repair of the window sills has been completed. Lorna reported that the final portion of the bill was \$972.00. Funding will be discussed later.

The old library keys will be turned over when all keys have been collected. We will not turn the water off until voting for Harrison 2 has been completed. Lorna will contact Kathy Harmon to let her know that there were no tables at the old library for voting purposes.

The book on the outside of the building is back up.

Lorna has not heard from the State Fire Marshall regarding a dead bolt lock in the Bell -1 room. Cal reported that he has a full set of keys for our new building except for Deb's office. Lorna also has permission to get an extra key for her office.

Review of Holiday Pay was the next item for discussion. The question was presented that if the person was scheduled to work on Sunday, would they get the pay for those hours as well as holiday pay? The board's intention for board policy was that no one would be scheduled for that day, and all employees would receive holiday pay. The other question regarding holiday pay was should a salaried person receive holiday pay? It was decided that salaried people and full time employees would get their calculated rate of holiday pay. To clarify the policy wording, the phrase "regardless of whether they are scheduled to work or not" will be deleted to read "All library staff will be paid for these days off." A motion to make this change was made by Honey and seconded by Dick. All members approved. Motion carried.

In new business Roger made a motion to transfer \$1000.00 from communications to professional services. Jill seconded the motion. Motion approved through signatures. Roger also made a motion to move funds from the dormant fund to professional services. Dick seconded. Motion approved through signatures.

Lorna gave a report on her calendar and upcoming meetings. Training has also been completed this past month.

A motion to pay bills was made by Dick and seconded. Bills will be approved through signatures.

Honey suggested that short written reports concerning workshops, training, etc. be presented to the board after the meeting. Brandon made a suggestion that an outline or form be available for those attending meetings to provide structure for those attending. Honey would also like to see a monthly staff sheet that covers in a clear concise manner the information that helped our library to be cited as an exemplary library. She has been questioned by other libraries on how we achieved this award. Statistics on a monthly basis would be beneficial.

At our May 22, 2006 meeting we will looking at performance evaluations of the staff. In June we will be doing salary evaluations. A meeting is scheduled on May 10, 2006, at 5:00 P.M. for meeting with employees.

Roger made a motion to adjourn. Jill 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

April 6, 2006

There were no remonstrators present for the Capital Projects Fund hearing held on April 6, 2006, at Bell Memorial Public Library.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Marjorie Sanders".

Marjorie Sanders

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Bell Memorial Public Library must pay it's bills on time and the Bell Memorial Public Library board request that all bills be paid by their due date, Bell Memorial Public Library board approves the following types of disbursements to be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 20-14-3-14(b).

- (1) Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- (2) Dues, subscriptions, and publications.
- (3) License or permit fees.
- (4) Insurance premiums
- (5) Utility payments or connections charges.
- (6) Federal grant programs where advance funding is not prohibited and the contracting party post sufficient security to cover the amount advanced.
- (7) Grants of state funds authorized by statute.
- (8) Maintenance and service agreements
- (9) Legal retainer fees.
- (10) Conference fees
- (11) Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) in service training;
 - (B) attending seminars or other special courses of instruction;
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- (12) Leases or rental agreements.
- (13) Bond or coupon payments
- (14) Payroll costs.
- (15) State, Federal, or county taxes.
- (16) Expenses that must be paid because of emergency circumstances.
- (17) Other expenses describe in another board resolution.

The Bell Memorial Public Library request that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library treasurer must certify to the library board before payment that each claim for payment is true and correct. This certification must be on a form prescribed by the state board of accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 26th day of June, 2006

NAY

AYE

June 26, 2006

The BMPL Board meeting was called to order by Vice President Roger Moriarty at 6:30 p.m. in the library, with members Brandon Spitler, Jill Gross, Lorna Klein, & Honey Kuhn present. Minutes were read & approved.

Old Business:

The "old" library building has been listed with realtor Marcia Anderson. Jill reported an adjustment from \$90,000 to \$82,000 had been made after Cal & Jill compared all realtor quotes & discussed the price with Marcia. A discussion of the building contents took place. It was noted items remain in every room of the building as well as library records from the 1960's to the present are stored in the attic. It was decided that if these items were not missed in the 2+ years the building has been empty, they wouldn't be missed if destroyed. It was noted that the opportunity to shred documents in conjunction with Mentone Elementary School had passed. A motion was made by Jill & 2nd by Brandon to: Direct Lorna was to speak with Martha Phillips to see if she would be willing to work extra hours and oversee cleaning out the old building. Lorna was further directed to seek the assistance of 2 local teens willing to work with a volunteer waiver @ \$6.00/hr from the maintenance fund. Lorna is responsible for the project. Motion carried.

Home School library cards for residents of Franklin Township: they are not on our tax roles: no.

Quine contract was signed.

Lorna is still pursuing information from Ivy Tech on the cost of credit hours.

A discussion took place in regards to the original donation of \$20,000 from Lawrence Bell for the building of the "old" library. The board is interested in taking \$20,000 from the sale of the building & investing it in an endowment with Kosciusko County Foundation. Lorna is to check on the legalities of doing so with the state & report back to the board.

A discussion of hourly/salary wages took place. Jill needs to check that Lorna's being figured @ an hourly rate of \$17.16 with adjustment \$17.80.

Clarification of number of hours of work for holiday: up to 8*.

Following discussion, Jill made a motion & Honey 2nd to approve the proposed employee pay scales for 2007 with the exception of employee Ann Wise, page. An adjustment from .22 to .25 (\$6.47->\$6.50). Motion carried.

It was noted that the Friends of the Library have approved the purchase of a coat rack as well as racks to hold chairs & tables.

New Business:

2007 Budget: Operating, ~~LCR~~ & debt = \$294,638.00, an approximate \$14,000 increase.

July 17, 2006 Lorna meets with George Helton for review of budget.

Public Hearing: Aug. 15, 2006 from 6:00-6:15 p.m.

Lorna reported Umbaugh & Associates have reviewed the Long Range Plan. Umbaugh has a lobbyist for libraries. A consortium is going to write a tech service grant. (Proposal attached). Lorna reviewed the information related to the workshop & grant information. Lorna reported the possibility of taxation for libraries being capped @ 2% which would result in a decrease in available state funding. Cost to participate in the consortium for the grant workshop would be approximately \$5,000. The dormant fund currently stands at \$32,000. Motion was made by Brandon & 2nd by Honey: Direct Lorna to pursue the grant writing with the consortium for BMPL in regards to section I & section III of the Umbaugh proposal with the funds coming from the dormant fund.

Lorna presented the calendar. The board reviewed information on an employee survey that would result in library directors taking employee data & addressing issues in a workshop format. 17

Lorna reported the fire marshal came. Everything Status OK. The fire alarm in the library is not hooked up to a dispatch unit. Paul Zook will be coming Tuesday, July 11, to hook up the alarm to the dispatch unit.

Bills were reviewed & approved.

A motion was made for a resolution to authorize payment of bill before the end of the month. Motion by Honey, 2nd by Brandon. Motion carried.

Meeting adjourned at 7:48 p.m.

Respectfully submitted,

Honey Kuhn

August 28, 2006

Cal Jackson called the meeting to order at 6:38 p.m. with board members Dick Webb, Brandon Spittler, Jill Gross, Roger Moriarty & Honey Kuhn, and Library Director Lorna Klein present. Cal welcomed guests Trillia Gearhart, Franklin Township Trustee incumbent, and Franklin Township Trustee candidate, Beth McBrier. Minutes for July were read & approved. The agenda was adjusted to accommodate guests in regards to Franklin Township residents.

Cal presented a summary of PLAC cards & noted an increased interest expressed by Franklin Township residents for usage of BMPL. Currently, residents who reside in Franklin Township within the Mentone town limits are included in the tax base for library services. Lorna did not have any detailed records or stats to present as indicated at previous meetings. Lorna gave a summary of her meeting with SueAnn Mitchell, Kosciusko County treasurer. Lorna presented a printed copy of the options for inclusion of Franklin Township as outlined by George Helton, (attached) with reference to page 2 option I recommended to pursue. Lorna and Trillia will speak with George Helton in regards to actual and proposed taxed levies. Franklin Township advisory board members were noted to be Bill Leininger, Teresa Alber, & Paul Haist. Lorna will ascertain information is available to Beth. Prior to their leaving, the board thanked Trillia & Beth for expressing interest in pursuing Franklin Township inclusion for their constituents.

Old Business:

Building Issues: Bob Griffiths has submitted bids for general repairs. \$175 ceiling; \$100 for concrete; & \$150 drywall/paint. Dick motioned & Brandon 2nd to approve Bob to proceed with the repairs. Motion carried.

A discussion in regards to the 2005 Community Block grant took place. The town needs to submit form #8133 to the state. Actual certificate of completion will relate directly to the town audit: Nov. 21, 2010. ?

Cal has spoken with John, owner to Broadway tavern. They are asking \$50,000 for the property & building, excluding the liquor license. Cal gave a brief summary in regards to the ABC as relating to quotas on permits & localities. Lorna reported she did not get any usable info from Rita Simpson in regards to any interest by the Chamber in pursuing/assisting procurement of the tavern property. Following discussion, the board does not think purchase of the property is feasible at this time.

Old Library: The building is now empty. It was reported there is a smell in the building, possibly related to the drains. Cal reported Gary Tony had inquired if the Baptist Church could use the building on Wednesday nights for their youth, until the building is sold. Gary (of Quine heating) will check the furnace & be the responsible contact person for the church. Following discussion, Jill made a motion for the Baptist Church to use the old library until the building is sold, being responsible to keep the building presentable for showing by real estate agents. Dick 2nd. Motion carried.

Lighting: Chris McClone has been called in regards to lighting issues, including the track lighting in the seating/game area of the library. Lorna will call him again.

Fire Alarm: Paul Zook completed the alarm hook-up today (8/28/06). Kosciusko County Dispatch, Lorna, Cal, Jean Pritchard, & a 2nd call to Kosciusko County Dispatch will be the direct call numbers for the system. The system is rated 95% reliable (secondary to the fax line). Lorna indicated we could tap into Rhoades service line for \$240.00 year. Following discussion, the board will not utilize Rhodes services.

Late Book Fees: An order has been signed for legal action against a former patron for the amount of \$1,910.76. There are 3 other patrons in process for totals: _____.

2007 Budget: The board discussed with Lorna the need to improve budget planning for 2008 to avoid fund transfers; no further action was taken in regards to the 2007 budget. Dick made a motion to accept the 2007 budget as presented. Roger 2nd. Motion carried.

New Business:

Cal attended the employee staff meeting held tonight, prior to the board meeting. Cal gave an overview of their meeting, including discussion of further staff training with reimbursement by library (IVY Tech, etc.) and indicated a positive response from staff. The employee's were encouraged to bring any info related to further training to Lorna who is to share requests with the board. The revised policy in regards to adult content material was discussed with staff. The staff will inform patrons via posting signage & verbal interactions with patrons during September & will implement the policy beginning October 1, 2006.

Calendar for September was reviewed. Lorna reported applying for licensure to show copyrighted films for a cost of \$142.00/year. Lorna related the cost for DEKKO grant consortium, as discussed in July, will be \$1000.00.

Resolutions were signed for \$6,250.00 from the dormant fund.

Lorna was directed to report to the board how to get from the Web site to the catalog.

Resolution signed for Tech extension for 6 months.

An executive session will be held following the September 25, 2006 meeting for the board to do Lorna's evaluation.

Roger motioned for adjournment @ 8:30 p.m. Brandon 2nd. Motion Carried.

Respectfully submitted,

Honey Kuhn



September 25, 2006

President Cal Jackson opened the meeting at 6:30 PM. Those present included Roger Moriarty, Jill Gross, Dick Webb, Cal Jackson, Brandon Spitler, Marge Sanders, and Library Director Lorna Klein.. The minutes from the August 2006 meeting were approved as read with an addition.

Old Business:

Building Issues

Dick reported on the lighting problem. Keith Franks feels there is a problem with the transformer. The transformer is located very high and hard to get to area. After discussion, Roger suggested replacing the transformer and relocating it to a more accessible location.

Lorna has called Bob Griffis regarding the general repairs approved during last month's meeting.

Dick noted that the American Flag needs to be replaced.

Franklin Township and Tax Information

Lorna met with Trillia Gearhart, Franklin Township Trustee and George Helton of the Department of Local Government Finance. George stated the best option in our situation would be annexation by attrition. We are not asking for a tax increase, so annexation would have the Board of Franklin Township writing a Township Expansion Resolution that the Board of Bell Memorial Public Library would mirror. This would need to be done by March 2, 2007, to receive 2008 January money.

Harrison Township and the Town of Mentone are actually operating 11.09 per \$100,000 assessed value. Due to spreading out to Franklin's tax base: Operating 9.58 Debt 1.30 and LCP 0.21 About \$12.50 would be the total for both Townships because we advertise higher. Even though we are not asking for a tax increase, the annexation would allow for a normal growth factor of 15%, which would increase our budgets \$23,000. Trillia now will be able to take some information back to her board for review.

Old Library Update

The Baptist Church provided liability insurance for the use of the old library. They have moved some items into the building for their use. The current asking price for the library is \$79000.00.

New Business:

Children's Program

A positive letter written by Vicki Swihart was read to the Board pertaining to the summer program by Tara Bradley at the library.

Friends of the Library

The Friends of the Library have purchased a clock, table rack, and chair rack for the Bell X-1 room. The Longabarger Bingo will be held on October 10th in the Bell X-1 room.

Official Exit Audit Report

Cal noted that on page 7 the report noted that the library did not maintain a complete inventory of capital assets. It does not contain information on book inventory or the 1.5 million dollar building project. Cal noted that we had the information on the building was listed in another area, but not on the Capital Assets list. Jill also noted that a book inventory should be completed every 2 years. Jill will talk to Deb concerning these items.

Employee Staff Meeting

Cal was requested by an employee at the employee staff meeting to reevaluate our Holiday Pay Policy. After discussion and review, the Board decided to keep the current policy in effect. Cal will explain the board's position to the employee.

Lorna's Reports

Lorna reported that a \$21,120.00 grant for 6 libraries has been approved by the Dekko Foundation.

On September 22, 2006, Lorna & Deb attended a meeting at Akron Elementary pertaining to the automation system. The automation system has been sold to Follett and the school libraries along with BMPL will be working with a new program called Destiny. The cost is reported to be not as expensive as Sagebrush, although Lorna has not seen the written proposal yet. The program can be customized for BMPL reports and will have on site training. It might be possible to also have 2 servers. Currently when the schools' system goes down, the library also goes down. Another server would alleviate this problem. Lorna and others will do further research on the Destiny program.

Lorna also spoke on the benefits of belonging to the Northeast Indiana Library Consortium. There are 18 libraries that serve a population of 194,969. By working together, this consortium does have the power to make a difference.

Lorna reviewed her October calendar.

Approval of Bills

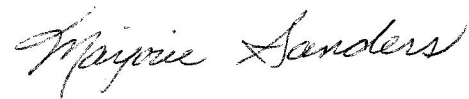
A transfer of funds of \$4300.00 was made from Employee Benefits to Books in the amount of \$4000.00 and \$300.00 to Periodicals. Discussion followed pertaining to books and the book budget. Lorna will share with the Board what patrons have checked out by classification during October at the next board meeting. Lorna is unsure if the new system will be able to produce all of the reports. She will check into this.

Bills were reviewed. Brandon made a motion to pay the bills and Dick seconded the motion. Motion passed.

Adjournment

Dick made a motion to adjourn. Roger seconded the motion. Meeting then adjourned and the Board went into Executive Session.

Respectfully Submitted,



Marjorie Sanders

Executive Session

The Board met in Executive Session for an Employee Evaluation. After review, the Executive Session adjourned at 8:50 P.M.



Marjorie Sanders

October 30, 2006

President Cal Jackson opened the meeting at 6:30 P.M. with the following people present: Dick, Lorna, Jean, Roger, Brandon, Honey, Cal, and Marge. The minutes from the September meeting were approved as read.

In old business, various building issues were addressed.

Lorna is waiting on the school to bring a small lift to work on the lighting. She also reported that some new bulbs have burnt out.

The outside light on the flag is not working. A new American flag is also needed.

Dick noted that the crack on the outside wall needs to be repaired. Lorna will ask Bob to fill in the crack.

The next topic of discussion was the lot behind the library due to the recent fire of the tavern.

Lorna has heard nothing further from Franklin Township regarding annexation.

Cal reported back to an employee regarding our holiday pay discussion from September.

Lorna reported on the proposal from Destiny (an automation program replacing Sagebrush). The annual licensing cost is \$3895.00. The price is almost \$28000.00 (minus a credit of \$21,355.70) for the final amount of \$6,333.00 to be shared by the school corporation and the library. Customization modules are also available. Lorna will continue to research the program and talk to Brad Hagg about the possibility of getting a second server.

In new business, discussion was held regarding current staffing and possible new staffing for the library. Jean reported that current scheduling needs are 7-8 hours per week including some evening hours, Saturdays, and Sundays.

Lorna presented three new data base programs to the board (Learning Express, ProQuest, and My Library TV). The board would like Lorna to pursue the Learning Express (cost \$910.00 plus a yearly fee) data base. We are utilizing the program for a trial period until November 10.

Lorna reported on the District One Conference (copy attached). She also reviewed her November calendar.

The library was approved for a State Technology Fund Grant in the amount of \$3,600.00. The grant is from July 1, 2006, through July 1, 2007.

The library consortium received a \$25,000.00 check from the Dekko Foundation to be split among 18 libraries. The consortium is looking at possible options to utilize the money.

It was noted that we need to contact Gary Toney to let him know that the old library will serve as a polling place.

Honey noted that the library should have brochures on Bell Museum available. Lorna will contact Linda Cochran regarding this matter.

Line item transfers were approved for \$2000.00 from Employee Benefits to Salaries, \$1700.00 from Building Insurance to Utilities, \$400.00 from Communication & Transportation to Travel. A fund transfer of \$2000.00 from Personal Services Employee Benefits to Supplies - Operating \$800.00, Children's Supplies \$600.00, and Repair and Maintenance \$600.00 was also approved.

Bills were approved through signatures.

It was noted that our Web Page contains some grammatical errors. Lorna will correct this.

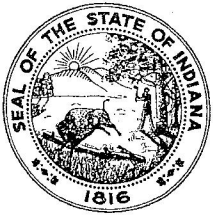
A request was made concerning DVD repair and cost. Lorna will bring numbers concerning repairs, damages, etc. for our next meeting.

Our next meeting is scheduled for November 26, 2006, at 6:30 P.M. Dick made a motion to adjourn. Honey seconded the motion. Meeting adjourned at 8:00 P.M.

Respectfully submitted,

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

Marjorie Sanders
Secretary



STATE OF INDIANA

Roberta Brooker, Interim Director

Mitchell E. Daniels, Jr., Governor

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

October 6, 2006

Lorna Klein, Director
Bell Memorial Public Library
101 West Main Street
P.O. Box 368
Mentone, IN 46539-0368

Dear Lorna,

Your library has been approved to receive a State Technology Fund Grant in the amount of \$3,600 for July 1, 2006 through June 30, 2007. This represents a non e-rate percentage of 40% based on the 2005 Indiana Schools Free and Reduced Lunch spreadsheet that AdTec used for the 2006 SLD Form 471 paperwork and the percentage approved by SLD for your library for 2006.

The money for the State Technology Fund Grant was approved by the State Budget Agency Budget Committee for release. At this point, we are checking to see if a contract will have to be sent to you for your library to approve at a board meeting, sent to State Library, and routed through State Government, before the money can be electronically transferred to the library's bank account. As soon as we are given the exact procedure, we will contact you by postal mail and email.

Congratulations on your approved State Technology Fund Grant. Please make sure you have the resolution to establish the State Technology Fund Grant Fund completed and placed in your 2006 minute book for State Board of Accounts audit.

Sincerely,

Faye Terry
Public Library Consultant

Equal Opportunity Employer

BELL MEMORIAL PUBLIC LIBRARY:

Conference report outline

Title: District I conference

Date: 30 Oct. 2006

- Briefly outline points of interest *see attached 2 pages*
- How this could impact BMPL *These sessions help BMPL to be kept informed of current library info + happenings.*
- Would you recommend this for your co-workers *yes (Due to staff shortage, Jean did not have any staff attend.)*
- Did you receive information you expected *yes*
- Additional comments:

Great to discuss library questions with peers and keep up on technology, even if it is over my head!

Content time: 8 AM - 4 PM

Signature: Lorna Klein

(attach agenda/info flier if available)

5/05

Agenda

ILF District One Conference

Tuesday, October 3, 2006
8:00 a.m. - 4:15 p.m.

Century Center
120 South Saint Joseph Street
South Bend, IN 46601

8:00 - 9:30 a.m.	Trustee Program/Registration
9:00 - 9:30 a.m.	Business Meeting
9:00 - 9:30 a.m.	Visit with the Vendors
9:30 - 10:30 a.m.	Vendor Visits
10:00 - 11:15 a.m.	Concurrent Session 1
11:30 a.m. - 12:30 p.m.	Concurrent Session 2
12:30 - 2:00 p.m.	Lunch and Keynote Speaker, Ray Boomhower
1:30 - 2:30 p.m.	Visit with the Vendors
2:00 - 3:00 p.m.	Concurrent Session 3
3:15 - 4:15 p.m.	Concurrent Session 4

*If vegetarian meal is desired, please indicate on registration form.

District 1 Includes: Lake, Porter, LaPorte, St. Joseph, Elkhart, Newton, Jasper, Starke, Pulaski, Marshall, and Kosciuski Counties

Registration Deadline: Tuesday, September 19, 2006

Registration Fee:

- ILF - Member (w/lunch): \$36.00
- Non - Member (w/lunch): \$45.00
- Trustee Program Only: \$5.00
- Late Fee: \$5.00

Questions:

Contact Robin Kohn, Michigan City Public Library
Phone: (219) 873-3049
E-mail: rkohn@mclib.org

2006 ILF District One Conference Vendors

Please take time out of your day to visit the following vendors:

Ave Maria Press

Baker and Taylor

Bound To Stay Bound Books

EDC/Usborne Books

Fortres Grand Corporation

Information & Records Associates, Inc.

Morrison Kattman Menze, Inc.

The Troyer Group

Woollen, Molzan and Partners, Inc.

DISTRICT I CONFERENCE Points of Interest

- I. ILF Business Meeting
 - A. Membership is down
 - B. AIME (School Librarians) are now a part of ILF
 - C. There will be 1 conference instead of 4 that will be for all every year in the spring
- II. Vendors (AM and PM)
 - A. Discussion with Joan (our B&T repress,) about Bell receiving multiple copies when 1 is ordered.
 - B. Tried Minolta Digital Scanner, since Bell needs a new microfilm reader and printer
 - C. Discussion with INCOLSA about GOVPRO-the electronic Cooperative purchasing system that could save us money - *see attached info*)
- III. Go Forth and Blog
 - A. Blogs are a way to socialize by networking using URL sites
 - B. Two most popular blogs
 - a. MYSPACE (over 100 million)
 - b. FACEBOOK (7.5 million, just for college and high school Students)
 - c. IU at SB showed their blog that is run through the Library, how it is set up and the way students use is, including digital pictures
- IV. Grant Writing
 - A. LSTA Grants
 - a. Indiana gets 3.5 million dollars in these grants
 - b. Supports: INSPIRE, Worldcat, Professional Development workshops, ILF-Marketing, 2007 Summer Reading Program, Braille/Talking Books Program, Data Center at IN State Library, and Individual libraries
 - c. Dec-Jan new LSTA grant will be presented for Individual libraries
 - d. The focus group meeting that I attended, results will be available in Jan. 2007
 - B. IN Grant Makers Alliance (Indianapolis)
 - a. Look into as a possibility
 - C. Foundation Center N.Y.

- a. Partners with Valpo Library, Chicago Heights, IU where
You can access and view this Directory
 - b. Can do category searches, ex...Library grants, amount
Ranges, type of library
 - c. URL FDNcenter.org
- D. Grant writing tips
 - a. Be selective in finding a foundation
 - b. Do homework and know foundation and what they are
asking for..Know their profile
 - c. Follow directions
 - d. Include any matching funds
 - e. Write a well thoughtout and written plan
 - f. Questions---jspeer@statelib.lib.in.us (317-232-3715)
- V. Lunch and Keynote Speaker..Ray Boomhower
 - A. Talked about his book, THE SOLDIER'S FRIEND (Ernie Pyle)
and showed pictures
 - B. Ray was John Ettinger's college Roomie at IU
 - C. Bought this book, so he could autograph it for Bell
- VI. WIKI basics
 - A. A WIKI is an illustrated, easily undated internet linked
Pathfinder
 - B. It can make you library's subject list more interesting,
Attractive, and up-to-date
 - C. User must cut and paste and work with a toolbar
 - D. Participants got to use laptops in a lab setting to
Try demos
- VII. I worked at the ILF Information Booth until the conference was
over.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/22/2006

PRODUCER
Hoch Insurance Agency, Inc.
209 E. Washington Center Road
Fort Wayne, IN 46825

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
First Baptist Church of Mentone
Attn: Treasurer
P O Box 505
Mentone, IN 46539

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: BROTHERHOOD MUTUAL INS CO	13528
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	13M5A0296778	09/03/2006	09/03/2009	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 3000000 PRODUCTS - COMPI/OP AGG \$ 3000000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	13M4A0296778	09-03-2006	09-03-2007	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				E.L. EACH ACCIDENT \$ 100000 E.L. DISEASE - EA EMPLOYEE \$ 100000 E.L. DISEASE - POLICY LIMIT \$ 500000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Youth Group uses old Public Library at 306 N Broadway, Mentone IN - 3744 sq ft

CERTIFICATE HOLDER

Bell Memorial Public Library
101 W Main Street
Mentone, IN 46539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

November 27, 2006

The Bell Memorial Public Library Board met on November 27, 2006, with the following present: Cal Jackson, Honey Kuhn, Brandon Spitler, Dick Webb, Lorna Klein, Jill Gross, and Marge Sanders. The minutes from the October 30, 2006 meeting were approved as read.

In old business, building issues were addressed. Lorna reported that Keith Franks and the lift are coming tomorrow for the interior lights. He will also check on the outside flag at that time. Lorna also reported that Bob has been called to fill in the crack on the outside wall of the building.

In other old business, Lorna has received many positive comments for the data base program Learning Express. After discussion, Dick made a motion to purchase Learning Express. Honey seconded the motion. Motion passed.

Lorna has contacted the people that do our Web Page due to errors. Several employees are no longer employed. After speaking to the head person, he assured Lorna that our web page will be cleaned up by our December meeting. Lorna will follow up on this.

Lorna reported on DVD's repair and cost information. The library has replaced 12 DVD's. 16 DVD's have been repaired. This accounts for approximately 10% of our inventory.

Deb Hiers reported to Cal on a meeting she attended on November 15, 2006. This meeting discussed changes to the accounting and uniform compliance guidelines manual for libraries which will be reissued near the end of 2006. Faye Terry also gave an update on audit reports informing the group that she will now be sending out letters to every unit that received an exception on their audit, no matter how small. We need to add changes to our fixed asset report concerning the building and book and media inventory. After discussion the board decided to have Deb make the necessary changes to the fixed asset report. Charlie Pride, the head of Local Government Finance also informed the group that libraries can now create a sick bank for employees.

The board will need to check at next month's meeting for assurances that a resolution to establish a Technology Grant has been placed in the minutes.

In new business, Honey and Dick reported on the staff meeting discussion. The main topic of discussion was the new Follett Automation System. The program will be installed on December 20, 2006. However, the staff will not be receiving training until January 15, 2007. Manchester and Culver libraries currently have this system. If the current timetable is correct, it was suggested by Brandon to establish a point person to observe at North Manchester December 7th or 8th. We would also possibly be providing a stipend to the North Manchester library. Then, if needed, staff members, could attend the North Manchester library as well. Lorna will contact Follett concerning the timing for training. After discussion, Honey made a motion to direct Lorna to close the library for installation and training as needed following appropriate guidelines for closure. Dick seconded the motion. Motion passed. Hopefully, the staff questions can be answered at training.

Another concern of the staff is more shelving for books.

The third item by the staff was that the front door is not wheelchair accessible. Lorna will check with the K21 Foundation for a possible grant.

Two microfiche machines are not working and one is working part of the time. After discussion, Dick made a motion directing Lorna to have someone give an estimate and quote for servicing the one workable microfiche machine and get rid of the two machines that are not working. Honey seconded the motion. Motion passed.

The staff is not happy with the use of the wireless system using other laptops. Lorna suggested that we call their tech support people to work on the situation. Lorna will report on the wireless situation at the next meeting. Jill will bring in her laptop, along with Joe Good to see if they can get their laptops to work using our system.

Honey also mentioned that the staff would place more computers on their wish list. Cal suggested possibly going to a server to maximize space. Dick suggested that we get some estimates and quotes regarding this matter. It was also noted to make Lorna's laptop available for handicapped use. She will inform the staff

Discussion on internet usage regarding age on page 20 of our policy was also a concern of the staff. It was suggested that ages be posted for statistical use of the computer. The board decided to table this matter for further research.

Lorna reported that she will be on vacation from December 3 through December 8. Our next board meeting is scheduled for December 28, 2006.

A Resolution to establish a Non Resident Fee Increase from \$66.00 to \$69.90 per family was approved through signatures. Honey requested that the Non Resident Fee information, along with a brief explanation on how the amount is figured be available at the library and on the Web site. Information on Plaq cards should also be available.

Lorna will also contact Trillia Gearhart to find out about Franklin Township annexation process.

A resolution to request a six-month extension to June 30, 2008 for the Technology Plan was also approved through signatures.

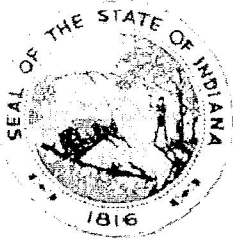
Approvals of bills were made through signatures.

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

Respectfully submitted,

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

Marjorie Sanders



STATE OF INDIANA

Roberta Brooker, Interim Director

Mitchell E. Daniels Jr., 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 Public Library has a technology plan that has met the standards and criteria outlined in the following checklist.

This technology plan update is valid from January 1, 2008 until June 30, 2008.

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.



Indiana State Library (Approving Agency)

12-1-06

Date

ISL/LDO 10/31/06

Equal Opportunity Employer

Resolution To Establish A State Technology Fund Grant Fund

Whereas, the Board of Trustees of Bell Memorial Public
Library finds that a State Technology Fund Grant fund needs to be established to
receive money from the State Technology Fund; and

Whereas, the fund name, as directed by State Board of Accounts must be called "State
Technology Fund Grant Fund";

Therefore, be It resolved, that the Board of Trustees of the Bell Memorial
Public Library do hereby establish the State Technology Fund Grant
Fund for the purpose(s) of receiving money from the State Technology Fund and paying
the necessary bills associated with the non e-rate portion of the Internet access invoices
from the approved Internet service provider.

ADOPTED THIS 28th DAY OF August 28, 2006

NAY

AYE

Ruby Smith
Cal Jackson
Shirley Rubin
Richard G. G. G.
Mayoria Sanders

ATTEST:

Mayoria Sanders
Secretary of Bell Library Board

December 28, 2006

President Cal Jackson opened the meeting at 6:30 P.M. with the following present: Dick Webb, Cal Jackson, Lorna Klein, Brandon Spitler; Honey Kuhn, and Marge Sanders. The minutes from the November 27, 2006 meeting were approved as read.

Old Business

- 166 errors have been corrected on the Web Page
- Bob has not filled in the crack on the east side of the building due to the cold weather.
- The interior lights have been fixed. The exterior light on the flag has also been repaired.
- Dick worked on the shelving in the library.
- Trillia Gearhart and Lorna will meet on January 8 regarding Franklin Township. If we are proceeding with annexation, the process needs to begin.
- Lorna reported that the next cycle for K-21 grants is in April. It is our hope to apply for a handicapped door access at that time.
- The microfiche machine is working at this time. The other two are still here. Manpower is needed to get them to the dumpster.
- Lorna reported that a patron came in and was unable to get the laptop working due to configuration problems. They did call tech support, but were still unsuccessful. Lorna will keep statistics on the laptop situation. It will continue to be a work in progress.
- Martha reported a leak in the hallway. Dick will check that out.
- Also paper towels had been pulled out in the men's restroom and stuffed in the trash. It was suggested to have fewer paper towels available in the restroom at this time.
- Bell Museum Flyers are available at the front desk.

New Business

- An adjustment to the time frame for the Follett Automation System is being made. Training will possibly take place at the end of January and will be on site. Our cost will be \$4,408.51. After year one, an annual licensing fee and maintenance costs will run approximately \$1591.01. Lorna has a copy of the contract, although the Library has not signed the contract yet. Lorna will let Cal know when dates are set.
 - Lorna reviewed her monthly calendar for January. Grapes of Wrath will be the community book read for this year.
 - The Technology Plan was approved and the approval form will need to be inserted in the minutes.
 - Plans for the future in the library include: Learning Express will be implemented, a fabric swap, and a program to train teens to babysit will also be incorporated.
-

- Meeting Dates were set for 2007. All dates were OK except for the May and December meetings.

January 29, 2007

February 26, 2007

March 26, 2007

April 30, 2007

May 28, 2007

Adjustment to be made

June 25, 2007

July 30, 2007

August 27, 2007

September 24, 2007

October 29, 2007

November 26, 2007

December 30, 2007

Adjustment to be made

Honey made a motion to accept the above meeting dates with adjustments being made to the May and December dates. Brandon seconded the motion.

- Bills were approved through signatures.
- A resolution was passed to transfer funds in the amount of \$533.13 from Professional Meeting to Professional Services through signatures.
- A resolution was passed to transfer \$959.05 from Other Services and Charges (Internet - \$900.00, Printing and Advertising - \$59.05) to Books also through signatures.
- Jack Fisher will replace Marjorie Sanders on the library board.
- January 29, 2007, will be the meeting date for January. Dick made a motion to adjourn. Brandon seconded the motion. Meeting adjourned.

Respectfully submitted,



Marjorie Sanders