

January 29, 2007

The BMPL board meeting was called to order by Cal Jackson, President, with board members: Brandon Spitler, Dick Webb, & Honey Kuhn present. Minutes of the December meeting were approved as read.

Old Business:

A. General Building:

1. General Repairs: Discussion took place with no concerns @ this time.
2. The board thanked Dick Webb for helping with the shelves & noted the staff had dedicated a great deal of hours in reshelving the books. Lorna was directed to commend the staff for their efforts.
3. Snow Removal: the contract with Jim Eads is current & valid. Lorna was directed to ascertain Jim is aware the sidewalks & parking lot are to clear prior to business hours of the library & daycare.

B. Additional:

1. Trilla Gearhart, Franklin Township Trustee, has yet to meet with Lorna. Lorna indicated Trilla will be meeting with her board of trustees.
2. Lorna reported she has made a renewal request for Honey's 2<sup>nd</sup> term on the board through 02/28/11.

New Business:

- A. Election of officers for 2007. Discussion took place. Honey asked if it would be possible to have a staff member, possibly Jean Pritchard, Personnel, to act as recording secretary for the BMPL meetings. This would allow more interaction/discussion between the members. Cal will speak with Jean & if she is not interested, another staff member could possibly provide this service. Further discussion indicates the board would set a monetary value for this task. A slate of officers was presented:

Cal Jackson President

Roger Moriarty, Vice President

Jill Gross, Treasurer

Brandon Spitler, Secretary

Honey made the motion to accept the slate of officers presented & to have a staff member act as recording secretary with monetary compensation. Dick 2<sup>nd</sup>. Motion carried.

- B. Lorna gave an update on the Follett tech meeting with Destiny for the computer upgrade project. The meeting will be held on Feb. 10, 2007 in the library. Joe, tech support, & Lorna are scheduled to meet with the Destiny reps. The board directed Lorna to include Deb Hiers as she is the most proficient in computers & available @ the library on a daily basis. A discussion took place re: the change of services.

Dick reiterated that when the equipment is installed that the library is to be closed the following day to allow for staff training, familiarizing themselves with equipment, etc. Lorna was directed to ascertain Follett understands the board's direction: for the need to publish the closing of the library for training 2 weeks prior to the event.

- C. Lorna's Reports: presented abbreviated stats for 2005-2006. It will be expected to have detailed monthly stats with the new computer program. Lorna gave a brief verbal update on her events & the calendar for February was reviewed. A discussion of legislative process, organizations, & the issue of circuit breaker: tax bases took place.

In regards to the American Library Association dues, Lorna stated the library can receive 3 copies of a selected book, chosen by ALS, each month and the ALS provides opportunities for staff programs & training. When queried in regards how BMPL benefited from this, no examples were given. Lorna indicated ALS is a resource available for the children's summer reading program, which Lorna indicated would need some assistance.

- D. Additional New Business:

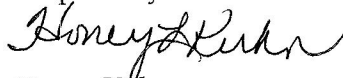
1. Dick asked why we would need more funds for the summer reading program, as this was to be addressed with the budget after the loss of DEKKO monies. Honey indicated the board was under the impression, from Lorna's budget presentation last year, the children's summer reading program was covered in the budget. The matter was tabled due to lack of information.

2. Old Building: Cal reported the Baptist Church has expressed interest in the building. The building is currently being used by their youth group. While the building has been shown several times, there have been no offers made. Following discussion, Lorna was directed to inquire @ the state level in regards to guidelines on what set value we can accept. The board also needs to know if we can take the original Lawrence Bell donation value from the real estate & use it for other purposes, such as endowment.

3. Lorna reported Roger Schori, Boggs & Nelson, would like to provide a proposal for insurance coverage. Coverage is currently with Bill Jefferies, Beauchamp & McSpaddin. The board directed Lorna to schedule a presentation with the board for Bill Jefferies @ 6:00 P.M., followed by Roger Schori @ 7:00 P.M. on February 15, 2007.

- E. Bills were presented & signed. The board will meet @ 6:00 P.M. on February 15, 2007 to review insurance. The regular board meeting will be held February 29, 2007 @ 6:30 p.m. Dick motioned for adjournment. Brandon 2<sup>nd</sup>. Motion carried.
- F. The board welcomed new member Jack Fisher, appointed by TVSC.

Respectfully submitted,

  
Honey Kuhn



February 15, 2007

The Bell Memorial Public Library Board met on February 15, 2007 with the following members present: Dick Webb, Honey Kuhn, Jack Fisher, Jill Gross, Brandon Spitler, and Library Director Lorna Klein. Also present for the meeting were Jean Pritchard, Bill Jefferies representing Beauchamp & McSpadden Insurance, and Roger Schori & Jerry Cleavenger representing Boggs & Nelson Insurance.

The purpose of this meeting was to go over the Library's current insurance and pricing and see if any changes need to be made.

Bill Jefferies with Beauchamp & McSpadden (the Library's current insurance provider) opened the meeting by going over the current coverage that the Library has. Bill stated that the Libraries current policy is through Cincinnati Insurance and we have been with them for the past 15 years. Bill informed the Board that the current policy that we have is a three year policy, meaning that we lock into a premium and have that for 3 years. Bill also stated that due to the Library's low number of claims and the insurance market being "soft" at the current time, he was able to get a reduction in our 2007-2008 premium of \$1,592.00. This reduction comes from a lower premium on the Property insurance. There was an increase on the General Liability portion of the policy of \$107.00. This would make a total policy premium for 2007-2008 of \$7,866.00.

In going over the current Library policy, several Board members stated that \$800,000.00 in coverage that we have on the Personal Property (books, shelves, computers, etc..) might not adequately cover the Library. Much discussion took place concerning this issue. The Board wanted to make sure that there is an accurate inventory (item, date purchased, purchase price) so that if the worst would happen we could be prepared. The Board discussed retaining the services of an appraiser that would be experienced in working with libraries to come in and appraise the library's collection to help determine our insurance needs. The Board asked Lorna to get a price quote from an appraiser for the next board meeting so that the Board can discuss this further.

It was also suggested that the Library "rent" a lock box at one of the local banks to ensure the proper off site storage of important paperwork and computer records. If the Board were to go through with this action, it was suggest that the President of the Board have a key to the lock box as well as the Library Director.

Roger Schori and Jerry Cleavenger of Boggs & Nelson Insurance then proceeded to present their insurance proposal. Roger stated that their policy would be through Harleysville Insurance, except for the Directors & Officers/Employment Practices Liability which would be through United States Liability Insurance. Roger stated that when he priced this policy for the Library, he tried to match the same coverage/amounts that the Library currently has through Beauchamp & McSpadden. Roger also stated that this is a one year policy (not like the 3 year term we currently have though Beauchamp & McSpadden) and the premium for 2007-2008 would be \$5,452.00.

After the presentations were completed, the Board discussed the insurance coverage and pricing. It was the general consensus of the Board to table any decision on insurance until the next regularly scheduled Board meeting.

Dick made a motion to adjourn and Honey seconded. Meeting adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "B. Spitler", written in a cursive style.

Brandon Spitler  
Secretary

Vice President Roger Moriarty opened the meeting with the following present: Dick Webb, Brandon Spitler, Jill Gross, Jack Fisher, and Lorna Klein. The minutes of January 29th meeting were read and approved. Also February 15th minutes to review insurance policies.

#### Old Business

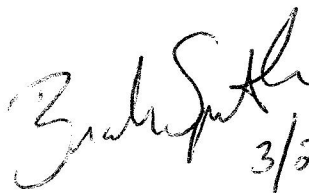
- Dick Webb met with Rick Harness, insurance adjuster February 22nd re: water leak. Advised to submit estimates for Library damage. Doubtful outside drain opened by new plumbing would be covered.
- Follett Automation System update. Will loose Accent March 29th. Only able to check in and out March 30th to April 10th. Training 11, 12, 13, of April. Lorna requested the Library be closed week of April 9th. Brandon moved open the 9th, closed 10th thru 13th, second by Dick. Advised Lorna to make public aware of this.
- Building insurance, concerns expressed that Beauchamp-McSpadden did not offer an adjusted rate until aware Library was looking into other options. Re: 3yr / 1yr lock in rate. Would Boggs Nelson make substantial rate adjustment after 1 yr??? After much discussion, a motion was made by Dick, seconded by Jill; a third party quote would be beneficial. Lorna was advised to contact Beauchamp-McSpadden and Boggs Nelson for an extension to the 30 day proposal and to contact Smith, Sawyer, and Smith Insurance from Rochester.
- Fixed assets, Lorna reported cost for survey from Buckland and Associates could be 5 - 7,000 dollars. They advised replacement cost averages 18 - 36 dollars per item. She used a 20 dollar figure for 33,799 items (books and videos). Cost 675,980 dollars. Not including equipment.
- Trillia Gearhart advised Lorna no decision to annex Franklin Township this year. Roger suggested all inquiries be referred to Township Trustee.
- Kosciusko County Literacy Program, Grapes of Wrath book review will be held at the library March 6th at 6:30. Friends will furnish refreshments.
- Jack questioned monetary support for recording secretary? None set. After some discussion, Jack moved for 12 dollars per hour, seconded by Brandon.

#### New Business

- Dick questioned Lorna regarding Children's Summer Reading Program. Is there any way to increase the budget in this area due to the success of the program? Lorna stated of the 13,000 dollar increase in the budget 9,000 dollars goes for internet, the rest for employee benefits and supplies. She is working on 7 grants, 3 to the Children's area. It was suggested a reduction in periodicals might be in order.
- Capital Project plans discussed. Lorna quoted we should receive 34,979 dollars. Public hearing due before March Board Meeting. Paige from Umbaugh Associates helped Lorna with this. She suggested to inflate assessed valuation in case state reduces the amount.
- CD Renewal March 2nd. Deb will purchase a new CD \$160,000 at Lake City Bank. \$10,487.67 interest will go into Gift weekly investment. Reason for this, in case of emergency funds can be activated. Dick moved, Brandon seconded. (copy attached)
- Library is to order US and State Flags.
- Lorna reviewed her monthly calendar.
- Bills were approved through signature.
- 26th will be meeting date for March.
- Dick made a motion to adjourn, Brandon seconded the motion. Meeting Adjourned.

Respectfully submitted,

Jean Pritchard

  
3/26/07



P.O. BOX 1387  
WARSAW, INDIANA 46581-1387  
574 / 267-6144

4006 0007

28 N

ACCOUNT NUMBER

407-0000867

POSTING DATE

FEBRUARY 1, 2007

BELL MEMORIAL PUBLIC LIBRARY  
GIFT FUND  
PO BOX 368  
MENTONE IN 46539-0368

MATURITY NOTICE  
PUBLIC FUNDS JUMBO TIME DEPOSIT

PRINCIPAL VALUE... \$160,000.00

ISSUE DATE..... SEPTEMBER 2, 2005  
MATURITY DATE..... MARCH 2, 2007

DEAR CUSTOMER:

YOUR ACCOUNT, 407-0000867, WILL MATURE ON MARCH 2, 2007.

IF NO CHANGES ARE MADE, THE VALUE OF YOUR ACCOUNT AT MATURITY WILL BE \$170,487.67 WHICH INCLUDES ADDITIONAL INTEREST OF \$3,575.68.

SINCE YOUR ACCOUNT IS NOT SCHEDULED TO AUTOMATICALLY RENEW, NO INTEREST WILL BE PAID AFTER THE MATURITY DATE. WE INVITE YOU TO STOP BY OUR OFFICE OR CALL US AT THE NUMBER SHOWN BELOW TO DISCUSS CURRENT INVESTMENT OPTIONS TO ENSURE UNINTERRUPTED EARNINGS ON YOUR INVESTMENT.

THANK YOU FOR BANKING WITH US.

*Interest 10,487.67*

DIRECT  
INQUIRIES TO:  
TELEPHONE:

LAKE CITY BANK  
202 E CENTER STREET  
WARSAW IN 46580-2842  
(574) 267-6144

# NOTICE TO TAXPAYERS OF BELL MEMORIAL PUBLIC LIBRARY

Notice is hereby given to the taxpayers of Bell Memorial Public Library, Kosciusko County, that the Library Board will meet at 101 West Main Street, Mentone, Indiana, on 26 March, 2007 at 6:30 P.M. for the purpose of considering a proposal to establish a Library Capital Projects Fund and a proposed plan under IC 36-12-12. The following is a general outline of the proposed plan.

	Budget Year		
	2008	2009	2010
<b>Current Expenditures</b>			
(1) Planned construction, repair, replacement, or remodeling	\$5,000	\$5,000	\$5,000
(2) Site acquisition	0	0	0
(3) Site development	2,000	2,000	2,000
(4) Emergency allocation	2,000	2,000	2,000
(5) Purchase, lease, repair and maintenance of equipment	10,000	10,000	10,000
(6) Purchase, lease, maintenance & repair of computer hardware & software	10,000	10,000	10,000
<b>Subtotal Current Expenditures</b>	<b>29,000</b>	<b>29,000</b>	<b>29,000</b>
(7) Allocation for future projects	27,500	38,460	50,219
<b>Total Expenditures and Allocations</b>	<b>\$56,500</b>	<b>\$67,460</b>	<b>\$79,219</b>

## **Estimated Sources of Revenue**

January 1, Cash balance (for each year of the plan)	\$17,223	\$27,500	\$38,460
Less encumbered appropriations	0	0	0
<b>Cash balance available for current plan</b>	<b>17,223</b>	<b>27,500</b>	<b>38,460</b>
Property tax revenue	34,979	35,679	36,392
Auto excise, CVET and Financial Institutions tax receipts	4,198	4,281	4,367
Other Revenue	100	0	0
<b>Total Funds Available for Plan</b>	<b>\$56,500</b>	<b>\$67,460</b>	<b>\$79,219</b>

<i>The estimated tax rate for the Library Capital Projects Fund</i>	<i>\$0.0133</i>	<i>\$0.0133</i>	<i>\$0.0133</i>
<i>The estimated tax rate is based upon an estimated assessed value of</i>	<i>\$263,001,253</i>	<i>\$268,261,278</i>	<i>\$273,626,504</i>

Taxpayers are invited to attend the meeting for a more detailed explanation of the plan and to exercise their right to be heard on the proposal.

Names and Titles of Board Members:

<u>Cal Jackson</u>	<u>President</u>
<u>Roger Moriarty</u>	<u>Vice President</u>
<u>Brandon Spitler</u>	<u>Secretary</u>
<u>Jill Gross</u>	<u>Treasurer</u>
<u>Jack Fisher</u>	
<u>Honey Kuhn</u>	
<u>Dick Webb</u>	

Date: 27 February 2007

## RESOLUTION TO ESTABLISH NON-RESIDENT FEE

Whereas, IC 36-12-2-25(c) requires that an individual non-resident fee be established. The members of Bell Memorial Public Library Board do resolve to establish the non-resident fee at 13.90 for an individual or family non-resident card, effective 26 March 2007. Be it further resolved that this fee will remain in effect until such time that the library board passes a new non-resident fee resolution.

Adopted this 26<sup>th</sup> day of March 2007.

AYE

[Signature]  
[Signature]  
[Signature]  
[Signature]  
[Signature]  
[Signature]  
[Signature]

NAY

ATTEST:

[Signature]  
Secretary of Library Board

**BELL MEMORIAL PUBLIC LIBRARY**  
**LIBRARY CAPITAL PROJECTS FUND 2008-2010**

**CAPITAL FUNDS EXPLANATION**

Capital Projects according to Indiana State Law may request no more than \$.0133 per \$100/assessed valuation. Using an assessed valuation of \$263,001,253, as of 2/7/2007, a Capital Funds Project tax of .0133 per \$100/assessed valuation of property taxes would raise approximately \$34,979 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](http://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

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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)

Brandon Spitler—Secretary (appointed by  
Kosciusko County Council)

Jack Fisher (appointed by TVSC)

Honey Kuhn (appointed by TVSC)

Dick Webb (appointed by Kosciusko County  
Commissioners)

**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**

2007 Operating Budget (as adopted by  
BMPL Board of Trustees) \$294,638

Levy .1537

2007 Debt Service Fund \$ 64,598

Property Tax Rate

Levy .0376

2007 Library CPF \$ 25,000

Property Tax Rate

Levy .0133

**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 Department 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 (2000Census)**
- 3,678. (This does not include the Tippecanoe Valley School Corporation extra areas)

**Annual Statistics of Service (2006-2007)**

	2006	2007
Registered Patrons	3084	2825
Circulation	158,394	193,891
Collection Size	32,357	60,837
Hours of Service	58	58
C. Anticipated Capital Projects Fund Resources		
2008	2009	2010

Projected Assessed Valuation			
	\$263,001,253	\$268,261,278	\$273,626,504
Property Taxes			
	\$34,979	\$35,679	\$36,392
Excise Tax	4,198	4,281	4,367
Projected Tax Rate			
	.0133	.0133	.0133

D. **Proposed Use of Library Capital Projects Fund**  
**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 5,000
- 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 27,500

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, and upgrading computers that are on a replacement schedule. Because of the local Egg history and old newspapers that are housed at Bell, a digitization project will begin. Bell will become an OCLC Library.

### **BUDGET YEAR 2009      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 5,000
- 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 project 38,460

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. Landscaping the adjacent property to the south of the library will be completed. This will allow more parking. The YA (young adult) area will be redone.

### **BUDGET YEAR: 2010      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 areas:

- a. Planned construction, repair, replacement, or remodeling 5,000
- 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. Future allocation 50,219

The library will need to replace out dated computers that originally were purchased with LSTA grant money and update the telephone system. An elevator will be installed, making the loft, handicap accessible. The Genealogy and IN area will be relocated.

## LIBRARY CAPITAL PROJECT FUND SUMMARY      BELL MEMORIAL PUBLIC LIBRARY

<b>CURRENT EXPENDITURES</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
(1)Planned construction, repair, replacement, or remodeling	5,000	5,000	5,000
(2) Acquisition of real property	0	0	0
(3) Site development	2,000	2,000	2,000
(4) Emergency Allocation	2,000	2,000	2,000
(5) Purchase, lease, repair, and maintenance of equipment	10,000	10 ,000	10,000
(6) Purchase, lease, repair, and maintenance of computer hardware and computer software	10,000	10,000	10,000
<b>SUBTOTAL CURRENT EXPENDITURES</b>			

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			7
	29,000	29,000	29,000
(7) Future Allocation	27,500	38,460	50,219
<b>TOTAL EXPENDITURES AND ALLOCATIONS</b>			
	56,500	67,460	79,219

#### **SOURCES AND ESTIMATES OF REVENUE**

January 1 Cash balance	17,233	27,500	38,460
Less encumbered appropriations	0	0	0
Cash balance available for			
Current plan	17,233	27,500	38,460
Property Tax revenue	34,979	35,679	36,392
Auto, Excise, and tax receipts	4,198	4,281	4,367
Other Revenue (interest)	100	0	0

#### **TOTAL FUNDS AVAILABLE FOR PLAN**

	56,500	67,460	79,219
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Based upon Assessed Evaluation

2008	2009	2010
263,001,253	268,261,278	273,626,504

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

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Taxpayers are invited to attend the meeting for a more detailed explanation of the plan and to exercise their right to be heard on the proposal.

Names and Titles of Board Members:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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



P.O. BOX 1387  
WARSAW, INDIANA 46581-1387  
574/267-6144

4006 0007

28 N

ACCOUNT NUMBER

407-0000867

POSTING DATE

FEBRUARY 1, 2007

BELL MEMORIAL PUBLIC LIBRARY  
GIFT FUND  
PO BOX 368  
MENTONE IN 46539-0368

MATURITY NOTICE  
PUBLIC FUNDS JUMBO TIME DEPOSIT

PRINCIPAL VALUE... \$160,000.00

ISSUE DATE..... SEPTEMBER 2, 2005  
MATURITY DATE..... MARCH 2, 2007

DEAR CUSTOMER:

YOUR ACCOUNT, 407-0000867, WILL MATURE ON MARCH 2, 2007.

IF NO CHANGES ARE MADE, THE VALUE OF YOUR ACCOUNT AT MATURITY WILL BE \$170,487.67 WHICH INCLUDES ADDITIONAL INTEREST OF \$3,575.68.

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THANK YOU FOR BANKING WITH US.

*Interest 10,487.67*

DIRECT  
INQUIRIES TO:  
TELEPHONE:

LAKE CITY BANK  
202 E CENTER STREET  
WARSAW IN 46580-2842  
(574) 267-6144

President Cal Jackson opened the meeting with the following present: Dick Webb, Brandon Spitler, Roger Moriarty, Jill Gross, Honey Kuhn and Lorna Klein. The minutes were read and approved.

Capital Projects: ~~Remonstrate~~ *Opportunity was given to remonstrate. However, no one appeared.*

#### Old Business

- Lorna gave update on the Follet system and passed out copies of the time line.
- Lorna gave update on the Grants for children area and had Cal sign one that she has finished. She informed the board that she is only working on 2 at this time because the third one was for only \$50.00
- Honey asked about the children's programs and why we can not make budget. The success has made it hard to stay within the working budget. Cal asked about the interest that we received from the Cd and was told interest was put in the gift account.. Cal wonder if interest could be used for this program if needed. The entire board thought this was a good idea and gave the go ahead for this.
- Brandon asked about the status of the flags and Dick told them that the rope needed to be replaced
- A motion was made by Jill to go with Boggs and Nelson for the insurance and Roger seconded the motion. Motion carried. Lorna is to Write a thank-you note to the other companies.
- Cal informed the board that Quine will be here after Easter to inspect the heating and cooling system.
- Dick informed the board that he thought a metal door installed upstairs would make it easier for any one to work on the roof. Bob Griffis advised that he contacted Craig Welding re-metal door, cost would be \$1000.00 including labor. Board advised Lorna to contact Bob Miller for a quote and Dick will talk to Craig Welding
- Old Library building: Cal informed the board that Marcia has shown the building and suggested, perhaps reducing the \$75,000 asking price. Cal informed the Board that the Baptist Church may be interested in buying the building if the price is right. After discussion the board set a price for the church and Cal will talk to them about the purchase.

#### New Business

- Lorna had no reports from her meetings
- Lorna reviewed her monthly calendar
- Brandon ask how the Grapes of Wrath went and Lorna told him only 4 were present
- Lorna made a resolution to increase the non-membership fee to 73.90 due to increase in spending for 2006. Resolution was approved by signature.
- Honey asked Lorna if she would make a notice to inform patrons for the different types of library cards: PLAC for example Board wants this done ASAP
- Board and staff meeting will take place as a group this year.
- Bills were approved through signature, Jill question Lorna about the Micro Marketing bill and wondered why we would not buy from someone who gave us %100 guarantee, Lorna said that we do not replace enough book on cd to warrant the extra cost, also Jill asked about Lorna's travel and informed her to use the fax.
- Lorna informed the Board that we would not be getting our check in June due to re- accessing
- Motion to approve Capital Project budget was made by Dick and Brandon seconded, motion carried
- Roger made motion to adjourn and Dick second, Meeting adjourned

Respectfully

*Debra Kiers*



Dear Bell Memorial Public Library Board Members,

My name is Amanda Treiber and I am running for Miss Mentone 2007. I am looking for someone to sponsor me in the upcoming Miss Mentone 2007 contest. I would consider it a great honor if the Bell Memorial Public Library would consider sponsoring me. There is no monetary responsibility required on your part, but sponsors can help their contestant with money raising projects if they wish.

I would like to tell you a little bit about myself. I am a sophomore at Tippecanoe Valley High School, in the honors program, and I've recently been accepted in the National Honors Society. I'm currently involved in Drama and I've also been involved in the PEERS program at school. This program is about peers educating peers to abstain from sex and drugs and to obtain your goals. I am also involved in my youth group at church. I'm running for Miss Mentone because I think it's a great opportunity to meet people and help out the community. Please consider sponsoring me in the Miss Mentone 2007 contest. Thank you.

*Amanda Treiber*


*Ed approved  
30 April 2007*



State Form 45650 (R5 / 2-06)  
Prescribed by Department of Local Government Finance

**FORM  
11 C/I**

This notice indicates the assessed value of your property. Information on the valuation of your property and a copy of the property record card can be obtained from the Township Assessor at the telephone number and address below. You have the right to appeal this assessment by submitting a letter to the Township Assessor. The letter must include the Parcel or ID number, property address or location, and your name and address. You need to file this letter within forty-five (45) days of the date this notice was mailed. The Township Assessor is to contact you within thirty (30) days for a preliminary conference. If you do not receive any communication from the township, you may request a hearing with the county Property Tax Assessment Board of Appeals by contacting the County Assessor. (IC 6-1.1-15)

Name and address of property owner   BELL MEMORIAL PUBLIC LIBRARY PO BOX 368 MENTONE IN 46539-0368	Legal description  16-10-44
1 1	Parcel or ID number 1671500011
	Property address (number and street, city, state, and ZIP code)

PREVIOUS ASSESSMENT AT 100% OF TRUE TAX VALUE		NEW ASSESSMENT EFFECTIVE MARCH 1, <u>2006</u>	
LAND	300	LAND	600
STRUCTURES	0	STRUCTURES	0
<b>TOTAL</b>	<b>300</b>	<b>TOTAL</b>	<b>600</b>

Reason for revision of assessment:

## Annual Trending

THIS IS AN ASSESSMENT NOTICE, NOT A TAX BILL.

This notice is a result of change in state law to trend assessment values.

The previous assessment values were based on January 1, 1999 sale prices. The new assessment values are based on January 1, 2004 through December 31, 2005 sale prices. The new assessment values should be consistent with what the real estate market in your neighborhood reflected at that time.

At this time, the amount of taxes you will be required to pay cannot be calculated since the tax rates have not been established.

If the change in assessment is due to a new home, you should be aware that there are many property tax benefits or deductions available. Please see INDIANA PROPERTY TAX BENEFITS (State Form 51781) available on the DLGF - website [www.IN.gov/dlgef](http://www.IN.gov/dlgef). If the non-residential real property is reassessed because it has been rehabilitated, you may be eligible for rehabilitation deductions - see Forms 322 or 322A. Other non-residential construction may be eligible for deductions see Forms 322-ERA and RPID-1.

County <b>Kosciusko</b>	Township <b>Franklin</b>	Date of notice (month, day, year) <b>4/27/07</b>
Township Assessor <b>Trillia Gearhart</b>		Telephone number (            ) <b>574-491-2482</b>
Address (number and street, city, state, and ZIP code) <b>9521 S 825 W, Akron IN 46910</b>		

County	Kosciusko	Township	Franklin	Date of notice (month, day, year)	4/27/07
Township Assessor	Trillia Gearhart		Telephone number	( ) 574-491-2482	
Address (number and street, city, state, and ZIP code)					
9521 S 825 W, Akron IN 46910					




NOTICE OF ASSESSMENT OF LAND AND STRUCTURES

State Form 45650 (R5 / 2-06)  
Prescribed by Department of Local Government Finance

FORM  
11 C/I

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Name and address of property owner	Legal description
 BELL MEMORIAL PUBLIC LIBRARY PO BOX 368 MENTONE IN 46539-0368	16-10-39
	Parcel or ID number 1672200020
	Property address (number and street, city, state, and ZIP code)

PREVIOUS ASSESSMENT AT 100% OF TRUE TAX VALUE		NEW ASSESSMENT EFFECTIVE MARCH 1, 2006	
LAND	3500	LAND	3100
STRUCTURES	0	STRUCTURES	0
TOTAL	3500	TOTAL	3100

Reason for revision of assessment:

Annual Trending

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County Kosciusko	Township Franklin	Date of notice (month, day, year) 4/27/07
Township Assessor Trillia Gearhart	Telephone number (       ) 574-491-2482	
Address (number and street, city, state, and ZIP code) 9521 S 825 W, Akron IN 46910		



NOTICE OF ASSESSMENT OF LAND AND STRUCTURES

State Form 45650 (R5 / 2-06)  
Prescribed by Department of Local Government Finance

FORM  
11 C/I

This notice indicates the assessed value of your property. Information on the valuation of your property and a copy of the property record card can be obtained from the Township Assessor at the telephone number and address below. You have the right to appeal this assessment by submitting a letter to the Township Assessor. The letter must include the Parcel or ID number, property address or location, and your name and address. You need to file this letter within forty-five (45) days of the date this notice was mailed. The Township Assessor is to contact you within thirty (30) days for a preliminary conference. If you do not receive any communication from the township, you may request a hearing with the county Property Tax Assessment Board of Appeals by contacting the County Assessor. (IC 6-1.1-15)

Name and address of property owner	Legal description
<div>     </div> <div>TOWN OF MENTONE LIBRARY BOARD (THE)</div> <div>PO BOX 368</div> <div>MENTONE IN 46539-0368</div>	14-151-186
	Parcel or ID number
	1472000070
	Property address (number and street, city, state, and ZIP code)
	306 N BROADWAY ST

PREVIOUS ASSESSMENT AT 100% OF TRUE TAX VALUE		NEW ASSESSMENT EFFECTIVE MARCH 1, 2006	
LAND	7300	LAND	13100
STRUCTURES	104000	STRUCTURES	106100
TOTAL	111300	TOTAL	119200

Reason for revision of assessment:

Annual Trending

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At this time, the amount of taxes you will be required to pay cannot be calculated since the tax rates have not been established.

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County	Kosciusko	Township	Harrison	Date of notice (month, day, year)	4/27/07
wnship Assessor	Jim Moyer	Telephone number	( )	574-858-9354	
Address (number and street, city, state, and ZIP code)					
204 S Harrison St, Atwood IN 46502					

April 30, 2007

## Board Meeting Minutes

The board approved Linda Cochran, Bell Museum representative, to exchange two Lawrence D. Bell pictures, so the Museum could have the exact pictures for their recreated display.

Minutes were read by Jill, corrected, then approved.

Lorna reported submitting one grant for Children's Library funding, with another grant being due June 1<sup>st</sup>.

Creighton verbally agreed to donate \$500.00 to the Summer Reading program.

The flag is fixed.

Roof door estimates aren't finished from Miller's or Craig's.

Realtor suggested reducing the price of the old library due to roof problems and buyer non-interest. Roger proposed fixing the roof to lessen damage and help in resale value. Dick mentioned having the old building inspected.

Quine did inspection and maintenance at the library. Bell X-1 ducts are noisy. Quine is to check this.

### Old Business

Lorna gave Follett and Pro Info updates.

Honey suggested a chart of what we have, a breakdown of costs, and a comparison of services for computer technicians and Follett equipment and to have representatives give presentations to the board of what they will do for us and at what cost.

Lorna is to have capital funds budget approved May 2, 2007, by County Council.

Lorna is to contact locksmith concerning the women's restroom lock

In case of emergency, does anyone have an inventory list off site?

Motion passed to change computer usage age to eight (8).

What to do with old computers and keyboards? No decision was made, just options listed.

### New Business

Discussed options in operating capital funding.

### Lorna's Reports

New library certification, Senate Bill 157, Kosciusko Co. Foundation, OCLC membership.

Approved payrolls and bills by signature.

Redesign mileage form.

Agreed to sponsor Miss Mentone candidate Amanda Treiber.

Executive session scheduled for evaluations and salary issues. Board meeting date changed because of holiday.

*Cathy Whetstone*

*Barb Smith*

Monday, June 25, 2007

The BMPL board meeting was called to order by Cal Jackson, President, with board members Brandon Spitler, Honey Kuhn, Jill Gross and Jack Fisher present. Minutes of the April 30<sup>th</sup> meeting were read and approved.

Old Business:

A. Old Library Building

1. Value of the old building was discussed. Cal Jackson stated that he received a call from Marsha Anderson informing him that the contract had reached time limit and needed to be renewed. Cal informed her to go ahead and renew the contract for 90 days. Marsha also discussed a new listing price. Cal instructed her to list it at 59,900. Informed that it was shown recently but there was no interest.
2. Roger Moriarty had proposed fixing roof to lessen damage. There was discussion about inspecting the building for damage caused by the deteriorated condition of the roof. Brandon Spitler stated that they would not receive a return on their investment if roof was repaired.
3. Jack Fisher asked how much needed to be received for the old building. Cal stated there was a two or three year window to receive appraisal value. After that time, price can be lowered to a minimum bid. It was agreed that at least 20,000 should be received, which was originally put in to it by Lawrence Bell.
4. Discussion was made concerning having an auction with a reserve. Since the contract has been renewed for 90 days they will wait. Cal Jackson will contact the realtor to recommend lowering the price \$10,000 every 30 days. He stated the board should put together a proposal and he would contact the church board of trustees to see what they would like to do concerning the old building. Jill Gross will check with auctioneer, and report back.

B. New Building:

1. Discussion was made concerning locks on bathroom doors. Lorna stated that had been taken care of, and the seniors, day care and Library all had keys to bathroom.
  2. Lorna stated pest control taken care of by Arrow. Board discussed having a service contract. Warranty was assumed to be thirty days for current treatment. Cal recommended not having a service contract, but instead treat as needed.
  3. Jill Gross asked how the window in the day care was broken. Lorna Klein stated the cause was unknown. Insurance deductible is \$500.00, and cost of repair is \$902.00. Honey Kuhn made a motion to have the window repaired. Brandon Spitler seconded it. Board approved repair of window.
  4. Board discussed odor in women's bathroom. Quine inspected the odor and recommended pouring half and half mixture of bleach and water down the drain every month.
  5. Lorna said there has been no response received on estimate concerning the handicap door.
-

stated both she and Tara would be attending training. Bell Library is responsible for staffing. Lorna stated she will be working with the parents, and volunteers will be working with the children. Jill asked if Lorna and Tara could make a presentation together on Book Buddies. Lorna stated there were over thirty people that participated in the program. Jill stated she would like stats for our library on how many children and adults were served by the program.

2. Lorna's monthly calendar was presented for review.
3. Public meeting will be July 30<sup>th</sup> and adoption of budget will be in August. Board discussed funds available until tax monies are received from the state. Budget must be advertised two weeks before the July 30<sup>th</sup> meeting. Jill stated we currently have funds through July, and \$23,295 was transferred from the dormant fund to our operating fund, with \$11,000, available from interest on CD. Lorna will call Sue Anne June 30<sup>th</sup> concerning any advance. Cal asked if the board could wait until the July meeting to make a decision about funds if necessary. Jill recommended talking to Karen about borrowing against the CD, instead of cashing in, to keep from paying penalties on early withdrawal.
4. Brandon Spitler stated July's meeting may be his last. Board briefly discussed finding his replacement.
5. Board gave permission to pay employees on the third of July, because of the holiday.
6. Jill made a motion to adjourn the meeting, Cal seconded it. Meeting adjourned

Shelly Krueger

A handwritten signature in dark ink, appearing to be 'Shelly Krueger', with a long, sweeping horizontal stroke extending to the right.



*June 25, 2007*

***Agenda***

**I. Call to order**

- A. Welcome guests

**II. Reading of Minutes- May 29 and April 30, 2007**

- A. Additions and corrections

**III. Old Business**

- A. General building items if any
- B. Additional old business, if necessary

**IV. New Business**

- A. Employee salary evaluations
- B. Lorna's Reports
  - 1. Lorna's calendar
- C. Approval of Bills
- D. Additional new business if necessary

**V. Adjournment**

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RESOLUTION TO BORROW FROM LIBRARY CAPITAL  
PROJECTS FUND AND TRANSFER TO GOB FUND

We, the Board of Bell Memorial Public Library, give Lorna Klein, Director, permission to borrow in the amount \$6,356 from the Library Capital Projects Fund, which will be placed into the GOB Fund. This is a temporary loan that will be paid back to the Library Capital Projects Fund by 31 January 2008. Jill Gross, Treasurer and Deb Hiers, BookKeeper will manage the loan.

Dated this 25<sup>th</sup> day of June 2007

AYE

NAY

_____	_____
<u>Richard Hill</u>	_____
<u>[Signature]</u>	_____
<u>[Signature]</u>	_____
<u>[Signature]</u>	_____
<u>[Signature]</u>	_____
<u>[Signature]</u>	_____
<u>[Signature]</u>	_____

ATTEST:

[Signature]  
Secretary of Board

We, the Board of Bell Memorial Public Library, give Lorna Klein, Director, permission to borrow in the amount 6,350 from Library Capital Project Fund, which will be put into the Debt Fund (GOB.) This is a temporary loan that will be paid back to Library Capital Project Fund by 31 December 2007.

Dated this \_\_\_\_\_ day of June, 2007

AYE

NAY

Jack L. Fisher  
Gregory K. Ryan  
Carl J. Schaeffer  
James J. Smith

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

ATTEST:

Secretary of Board

Brandon J. Miller

Financial Report by Fund  
Bell Memorial Public Library

Period Beginning Date:  
06/01/07

Period Ending Date:  
06/30/07

Fund Number and Description	Year Beginning Balance	Month Beginning Balance	Receipts This Month	Receipts Year to Date	Disbursements This Month	Disbursements Year to Date	Transfers This Month	Transfers Year to Date	Ending Balance
100 operating	\$107,891.71	\$32,903.84	\$6,940.32	\$48,858.68	\$38,348.27	\$158,128.20	\$0.00	\$2,873.70	\$1,495.89
130 Capital Projects	\$20,397.99	\$19,184.99	\$0.00	\$2,715.79	\$0.00	\$3,928.79	\$0.00	\$0.00	\$19,184.99
131 Capital Projects Investment	\$6,701.05	\$837.43	\$7.29	(\$2,942.22)	\$0.00	\$2,170.63	\$0.00	(\$743.48)	\$844.72
140 LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
141 LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
150 PLAC	\$93.00	\$0.00	\$120.00	\$451.00	\$0.00	\$424.00	\$0.00	\$0.00	\$120.00
200 Payroll Fund	\$0.00	\$0.00	\$2,514.20	\$15,631.88	\$2,514.20	\$15,631.88	\$0.00	\$0.00	\$0.00
300 GOB of 2002	\$32,445.82	\$1,737.61	\$0.44	(\$217.54)	\$87.51	\$28,447.52	\$0.00	(\$2,130.22)	\$1,650.54
400 Gift Fund	\$161,208.22	\$171,706.85	\$5.97	\$10,504.60	\$0.00	\$0.00	\$0.00	\$0.00	\$171,712.82
500 Grants /Technology	\$8,936.10	\$7,736.10	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$7,736.10
505 State Technology Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
600 LEVY Excess	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
700 escrow	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total of All Accounts	\$337,673.89	\$234,106.82	\$9,588.22	\$75,002.19	\$40,949.98	\$209,931.02	\$0.00	\$0.00	\$202,745.06

<u>EMPLOYEE</u>	<u>2007</u>	<u>2008</u>	<u>NOTES</u>
Martha	8.34	8.59	3.00% 0.25
Cathy W.	8.93	9.20	0.27
Shelly	8.58	8.84	0.26
Maddy	8.52	8.78	0.26
Gretchen	8.18	8.43	0.25
Anne	6.5	6.70	0.2
Sandy	7.30	7.52	0.22
Brenda	7.56	7.79	0.23
Tara	9.09	9.36	0.27
CIRC/TECH	10	10	
Deb	12.55	12.93	0.38
Jean	10.66	10.98	0.32
Lorna	17.76	18.29	0.53
	:		

July 16, 2007

President Cal Jackson called the meeting to order with Dick, Honey, Jill, Brandon, Jack & Lorna present.

This meeting was called to discuss the selling of the former library building. To date we have received two offers (one for \$15,000.00 which was rejected) and one for \$44,000.00 (which was accepted initially). We were in the final stages of paperwork to complete the real estate transaction for the \$44,000.00 offer when our attorney, Mike Arney, pointed out that we cannot complete the sale because we must go through the bid process once again.

Lorna discussed this with Charlie Pride (State Board of Accounts), and he stated that since we have lowered the asking price for the former library we must go through the process of getting appraisals, advertising and receiving bids. This process (appraisals, advertising, bids) must be gone through every time the Library Board would decide to proceed with a real estate transaction that is 90% of the appraised value of said real estate.

Lorna will place public notice of the sale in the Warsaw Times-Union, Farmers State Bank, Bell Memorial Public Library, and Lake City Bank. The notice in the paper should run this Tuesday or Wednesday and will follow again in a week.

Bids for the former building will be accepted at the Bell Memorial Public Library in writing until 6:30pm August 1, 2007. The bids will then be opened at a public meeting of the Board of Directors of Bell Memorial Public Library at 6:30pm August 1, 2007.

In order to facilitate this public meeting, Jill made a motion to move our regularly scheduled meeting of July 30, 2007 to August 1, 2007 at 6:30pm. Dick seconded the motion. Motion carried.

Lorna also reported that she is working on a personal safety policy and personal safety training for the staff.

Follett scanners are in and running.

Lorna also noted that she will be attending the NICCL Consortium meeting for the purpose of voting on a computer service provider.

Being no further business to attend to....Dick made a motion to adjourn. Jill seconded it. Motion carried.

Respectfully Submitted,



Brandon Spitler

Secretary – Bell Memorial Public Library

## NOTICE TO BIDDERS

YOU ARE HEREBY NOTIFIED THAT the Bell Memorial Public Library, Mentone, Indiana is accepting bids for the sale of real estate which it owns but has no current use. The property to be sold is located at 306 N. Broadway Street, Mentone, Indiana. Bids must be in writing and must be submitted to the Library Board in writing on or before 6:30 o'clock p.m. on August 1, 2007 by delivering a written bid to the library at 101 W. Main Street, Mentone, Indiana 46539 during its regular business hours.

All bids must meet the following requirements:

1. Bids will be received beginning on the date of the first publication of this notice and will be opened for acceptance at a public meeting to be held on August 1, 2007 at 6:30 p.m.
2. If no acceptable bids are received by 6:30 o'clock p.m. on August 1, 2007 the sale will be continued from day to day for a period of not more than sixty (60) days as determined by the Library Board.
3. Each bid shall include an affidavit of each bidder that the bidder is not ineligible to purchase public owned property by reason of I.C. Code Section 36-1-11-16, to-wit:
  - a. The bidder does not owe any delinquent taxes, special assessments, penalties, interest, or costs directly attributable to a prior tax sale of a tract of real property listed under IC 6-1.1-24-1; or
  - b. The bidder is not an agent of any person described in subdivision (a).

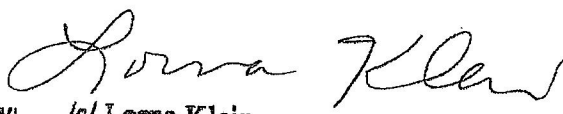
A form of the Affidavit will be available at the library.

4. All bids shall be in a sealed envelope.

All bids shall be open to public inspection after it is opened. Prior thereto all bids shall be held in sealed envelopes.

BELL MEMORIAL PUBLIC LIBRARY

Dated: July 13, 2007

  
By: /s/ Lorna Klein  
Lorna Klein, Director

Note to Publisher: Please publish twice, one week apart on July 18 and July 26, 2007.

*August 1, 2007*

*Agenda*

**I. Call to order**

- A. Welcome guests

**II. Reading of Minutes- June 25, 2007**

- A. Additions and corrections

**III. Old Business**

- A. General building items
  - 1. Handicap entrance
  - 2. Wet sprinkler system test
- B. Additional old business, if necessary

**IV. New Business**

- A. Opening of bids for the old library building
- B. Lorna's Reports
  - 1. Lorna's calendar
  - 2. Update on Personnel Safety policy and Training
  - 3. LCP and Operating Budget update and review
- C. Approval of Bills
- D. Additional new business if necessary

**V. Adjournment**



## **I. Call to order**

- A. Cal Jackson welcomed and introduced Paige Gregory from H.J. Umbaugh & Associates, here to present a BMPL financial management plan to board members. The BMPL board meeting was called to order by Cal Jackson, president, with board members Jill Gross, Honey Kuhn, Roger Moriarty, Brandon Spitler, and Dick Web present.

## **II. Reading of Minutes-June 25, 2007**

### **A. Additions and corrections**

Minutes of the June 25<sup>th</sup> meeting were read by Brandon Spitler, with one correction made, ("or" instead of "of"), and approved.

## **III. Old Business**

### **A. General Building Items**

1. Smell within the building has been taken care of.
2. Follet scanners were ordered, are in, and operational.
3. Presentations of the tech services were discussed. Cal asked Lorna if she had made any contacts yet. Lorna stated there was only one, Chester. Honey Kuhn suggested inviting Pro Info to come first and present their case. Jill Gross suggested listening to other tech services first so the board would know what questions to ask Pro Info when they come. It was decided that the board would listen to a couple of other tech services first, starting with Chester, and then listen to Pro Info last. Discussion was made concerning having Deb, Jean, and staff members attend the presentation. Consensus of the board was to have Chester come in and make a presentation to the board members and staff during the September meeting at 6:30pm, with the board meeting scheduled shortly thereafter.
4. Handicap entrance was put in and is functional.
5. Wet sprinkler system test was done and successful. Shambaugh will come yearly to inspect the sprinkler system.

### **B. Additional Old Business**

1. Bill Meyer holocaust survivor meeting was discussed. Bill Meyer will give two presentations September 15<sup>th</sup>, one for adults and one for children. Lorna talked about a committee meeting being planned and asked if anyone would like to serve on the committee for planning the upcoming meeting. Lorna stated that the library has \$1000.00 set aside for the Bill Meyer meeting.
2. Book Buddies. Cal asked Lorna if Tara and she had done their training yet. Lorna replied they had not. Lorna stated she would have her presentation for Book Buddies ready for the next meeting.

## **IV. New Business**

### **A. Presentation of the BMPL Financial Management Report**

1. Paige Gregory from H.J. Umbaugh & Associates presented the BMPL financial management report to the board. Paige stated that the report is designed to provide information that may be helpful to the library director and library board in their roles as managers of the library. Lorna stated that the report and presentation was made possible by a Deco grant provided through the NEILC consortium. Lorna also stated that Paige was paid \$800 for her services. Paige handed out notebooks about the report to all board members and briefly discussed the key financial data and contents of the report. Cal Jackson asked Paige how she received her information for the BMPL report. She stated the information was compiled from the information gathered by Lorna and the library audits from the last three years. Cal also asked Paige, if the board really

### **C. Lorna's Reports**

1. Lorna's Calendar- Lorna presented her September calendar.
2. Update on Personal Safety Policy and Training. Discussion was made on the library personal safety policy and training. Lorna stated that the library has a personal safety policy but it is under the name, General Policy. Lorna suggested that the name be changed to Safety Policy. Jill stated the safety policy should also include something for fire, weather, everything for the building, and have the staff be aware of it in a public building like this. Cal suggested terming the current policy, Emergency Response Plan. Cal also suggested that the board could add another section to our current policy for emergency Response and that it would appear the safety policy could cover what we presently have already. Lorna Stated she would like to have Steve Zorn look at the current policy for revisions in Albion Public Library on Friday, August 3<sup>rd</sup>.
3. LCP and Operating Budget update and review. Discussion was made concerning the LCP and Operating budget. Lorna gave her report and Cal stated bottom line was our budget was divided into different components, and each of the components have different inputs from the state, in terms of access value, tax rates, etc. Given this scenario, Lorna just doesn't have all the figures to actually complete the forms. However, we still have a time frame to meet. So Lorna is asking the board in order to try to timely get through this process, go ahead and approve those components of the budget that she's going to have to turn in and advertise and as soon as those numbers become available, she can go ahead and pencil them in and finish up. The Board members went ahead and signed the forms. Lorna asked the board when they were going to adopt the budget. Lorna reported that the rules for the time frame to adopt the budget has changed. The new time frame to adopt the budget is before September 30<sup>th</sup>. Lorna stated that the public hearing for all the budgets was scheduled for August 27 and the adoption of the budget cannot take place until after September 15<sup>th</sup> and before September 30<sup>th</sup>. It was decided that the adoption of the budget would take place at the regular meeting, September 24<sup>th</sup>.

### **C. Approval of Bills- Treasurer's Report**

1. Jill Gross said we were ok and that we could pay through August.

### **D. Additional new business if necessary**

1. Brandon Spitler said this was probably his last meeting. Lorna will call the state to see how long Brandon can remain on the board after moving.
2. Two Resolutions to be passed. First resolution that needed to be passed was to transfer line items within the library operating fund. Cal stated that we needed to transfer \$2500 from other services and charges, and we're transferring it from the internet line item to other services and charges, to professional service, repairs, and maintenance. So we're transferring everything within the same category, just from the internet line item to professional services-\$500 and repairs and maintenance-\$2000. Roger Moriarty motioned for the \$2500 to be transferred and Dick Web seconded the motion. Motion passed. Second resolution that needed to be passed was to transfer from within other services and charges, internet-\$500, to supplies, and this is for repairs and maintenance. Roger Moriarty made the motion and Dick Web seconded it. Motion passed.

### **V. Adjournment**

Brandon Spitler motioned to adjourn. Dick Web seconded the motion. Motion carried.

*Madeline Treiber*

*August 27, 2007*

***Agenda***

**I. Call to order**

- A. Welcome guests

**II. Reading of Minutes- August 1, 2007**

- A. Additions and corrections

**III. Old Business**

- A. General building items
- B. Scheduling of tech service providers
- C. Update on Emergency Response Plans (policy additions)
- D. Additional old business, if necessary

**IV. New Business**

- A. Public response to 2008 budget
- B. Lorna's Reports
  - 1. Lorna's calendar
  - 2. Budget adjustments (resolution of money transfer)
  - 3. Additional reports as available
- C. Approval of Bills
- D. Additional new business if necessary

**V. Adjournment**

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## Minutes for the August 27, 2007 Board Meeting

Cal, Lorna, Jack, Roger, Honey, Dick, and Jill were present.

Cal called the meeting to order. Minutes from the August 1, 2007 meeting were read by Cal. The minutes were approved with no corrections or additions.

In old business no extended offers have been made on the old building. Marsha has shown the building twice and Jill has shown it once. The original person interested isn't anymore. Lorna has made calls for repairing the gutters and a quote was given for \$250 and \$500. Cal said to go with the \$250 job by Petty. Dick asked if the building is still being used. The youth group was, but not now that school is in session and Awanas has started. Jill said a copy of the key is needed to be kept at the library. It was suggested to keep it locked up with the other library keys, but need to make sure that Jill has access to it after hours so she can show the old building.

Lorna stated that Chester will come to a board meeting for a presentation of their services, but it will cost \$90 an hour because it is after hours and they are traveling from Valparaiso. Jack asked if something goes wrong will they travel from Valpo? Jill suggested marking them off the calendar. Mego from Goshen dropped out because there wasn't a total of 300 hours a month. Jill asked if the library has a contract with Pro Info? Lorna said no, the library only buys hours. Lorna said she supports Pro Info because they have been on the grants and that is how the library was able to get wireless and T1. Cal asked if we could use anyone then? Lorna said if we know someone. Cal stated that tech service is a problem we need to solve because it's only going to get worse. When calling for quotes we must know if travel cost is one way or two and hour cost. Cal asked are there any local tech people? Jack suggested that Brad Hagg be contacted and find out who he calls when he needs help. Cal suggested to Lorna that she contact Brad and report back the board Brad's recommendations and general fees from other techs for their services.

Cal asked if Steve Zorn will charge anything if he comes to do a safety program. Lorna was asked to check first before anything is scheduled.

Honey asked about how the Holocaust meeting went and Lorna's reports on it. Lorna has talked to with Bill Meyer two times. Lorna reported the times Bill will be doing the presentations and stated that she has asked the friends to help with a meal, but hasn't heard from them yet. Brett from the school is working on the advertising. Honey asked we don't have an article in the paper yet? Suggested that we should have had something the paper already and again closer to the date. Dick asked who the volunteers were, how many there are, and what they will be doing. Lorna wasn't sure yet could be 30 to 50.

In new business no public response for the 2008 budget. There will be a 3.9 increase to the budget making it \$294,638 for 2008. Call asked for working copies of the budget for the next meeting. Lorna read a letter she received in the mail stating that the library will not be getting any funds from the state in the near future. Jill stated that the CD is now mature, so there won't be any fees if cashed in now. After a brief discussion Roger motioned to take \$100,000 out of the CD and Jack seconded the motion. This gives the library \$136,000 to cover library expenses till next year.

Cal stated that bills will be approved by signature due to the time. Jill asked what did the staff say to help save money? At the staff meeting creative purchasing of books and shopping at Wal-Mart and Amazon.com for DVD's was discussed.

Lorna went over her calendar and stated that the Hiding Place will be shown at 3:00 on September 9th. Dick asked if the Daycare has given any money to the library for past bills. Lorna and Jill said yes, but didn't know when they paid last. Lorna stated that NEILC has changed their name to LSC. Lorna has also been working with E Rate with T1 line and wireless. She needs a rough draft of our technology plan through 2009 for the state. Lorna has had to make changes, edit, and update the old plan to make it current through 2009.

Lastly, Cal asked if the board had any recommendations to fill Brandon's spot on the board. The new member must be a Harrison Township or town of Mentone resident. Will continue discussion at next meeting.

Jill motioned to adjourn meeting, Dick seconded.

Lara Bradley

# **Minutes for the September 24, 2007 Board Meeting**

Board members present were Cal, Jill, Honey, Dick, Lorna, Jack and Roger.

Cal called the meeting to order. Minutes from the August 27<sup>th</sup> meeting were read by Cal. There were corrections made: 1<sup>st</sup> paragraph: The youth group did not use the building during the summer, but now that school is in session they are using the building, as well as the Awana Club. In the 4<sup>th</sup> paragraph: corrected the first sentence showing Honey asked about how the Holocaust planning meeting went. And in the 4<sup>th</sup> paragraph starting with new business, we corrected the budget increase from 3.9 to 4.9 percent. Also added motion was passed to remove \$100,000 out of the CD. Jack made a motion to approve the minutes with corrections as read and Honey seconded.

Getting into old business again; Cal asked if the gutters had been repaired yet. Lorna responded no, the weather has been too hot and he had to order the material. But he has been contacted. Cal asked about the key for the building, have we made a copy yet? No, Gary has the key. Lorna thought Cal was going to get with Gary and he said no he had not, but will do so. Cal will make sure there is a copy of the key at the library.

Any contact from Steve Zorn on the safety program. Lorna said, "She has not, because he would charge for coming." Steve is reviewing the policy to see if there are things we need to add? Lorna's response was yes, someone had suggested to Lorna about contacting Ed Rock, because he is with the Emergency Response Care Unit. Cal asked about in terms of training rather than using Steve can Ed do the emergency training in terms of disaster type things and in terms of personnel training and management within the walls of the library. Lorna responded, yes he could. Cal asked if there were any questions or comments. No response.

We had a motion by Roger to withdraw \$100,000 out of the bank and spend it. Lorna said, "We haven't done it yet." Jill said, "We are going to do it next week." Jill asked about the property tax. Cal did talk to one of our county commissioners today, and asked about the availability of funds. He called the county courthouse and we were on a conference call. It would appear at this point and time we're still not going to get the tax bills until sometime after the first of the year. Fulton County has been ordered for reassessment and because of our interaction; Jill interjected if we would then get them by Jan. 1<sup>st</sup>? Cal responded there isn't anything set in stone yet, but you may get

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## **Minutes for the September 24, 2007 Board Meeting**

billed double next year. But the bottom line is because of mine and Ron's relationship he knows that we are OK. Jill said, "So when we said that we would be getting money in January, we probably won't, correct? Cal said, it could be touch and go there. Again, a lot of things can happen between now and then but their best prognosis was it was going to be after the first of the year. Lorna asked, if we have to do another advance tax withdrawal. Cal said you can ask, but once again the money is not there. Honey asked how much did we ask for? Lorna said we asked for the maximum. Lorna and Cal said that we indicated we would pay them back by Dec. 31<sup>st</sup>; we will have to make some extension on that. Cal said right now financially we are OK and I believe with that allocation of the \$100,000 that Roger actually so wisely suggested is going to come in handy.

Lorna spoke with Brad, and he uses Harmon Goetz, out of south Bend for cabling and Integration Group for tech service. Lorna was asked to see if Kurt Feece from the Integration Group would be willing to come to next month meeting on October 9, 2007. That was the boards desire to have some of the tech service entities come in and make presentations and Cal would like to hear from at least two. If this group would come and Pro Info, then we would have some things to compare. It was indicated in the minutes that you were working on our technology plan and I know you had a time frame there, is it done? Lorna responded with showing them a rough draft and the final has to be in by October 31, 2007. The board needs to approve it by then. The final draft can be faxed in after our meeting on the 29<sup>th</sup> of October. Cal asked if there were any other questions or old business that still needed to be discussed. Jill noticed the window in the daycare was still not fixed. Lorna responded Chris at Harmon Glass ordered the glass and as soon as it arrives he should have it repaired.

Cal noted in his schedule of events, one of the things in the past was we reviewed our health care insurance. That comes around on an annual basis, is that right Lorna? I think you are right. Honey doesn't think we review it every year, Lorna said no I think it automatically is paid every two months. There was quite a bit of discussion on this. Cal then requested if there was any other old business we need to discuss. Dick asked about the temperature in the Bell X room, Cal suggested, it wouldn't hurt to call Quine and ask about them checking our system again as we go from summer to winter and about the damper.

Cal, moving then unto new business, adoption of the 2008 budget. We have gone all through the proper steps and I assume we need thousands of signatures tonight. It

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## **Minutes for the September 24, 2007 Board Meeting**

seems like we are working on the budget all summer long, but it is the different steps we must go through. Cal asked "what should we do for the secretary signature? Technically, we could have Brandon sign them, his term isn't up yet. Lorna said she would see that he signs them. This is the final adoption. Lorna explained about the paperwork packet she handed to everyone while people were signing. Lorna stated that we received new library laws and I think that you were all supposed to get them in the mail, except maybe Jack. Lorna just received it today. Cal suggested waiting until the end of the week to see if everyone receives a copy before making copies. Cal made the statement we now have the final budget for 2008 complete and can continue into Lorna's report.

Lorna reported on Book Buddies. Pizza Hut donated boxes for the first meeting and the parents, kids, and volunteers colored the animals and we used the boxes as a felt board. Her limit is 12 children and she has 15. Honey made a remark about all the preschool children in her area and asked if we are doing anything about reaching these age kids. Cal challenged us on how to do it cost effectively. Roger asked about an advertising budget? Roger suggested having an open house and maybe about doing a flyer. Cal said that could be a challenge with only having an advertising budget of \$100 and we are talking about a very, very small percentage. None the less we need to be aware of this. Honey's concern is to have them learn about the library hours, etc. Cal asked about doing a bulk resident mailing through the post office with a bulk rate. But they felt it would be too costly. We had discussion in the need to have more discussion on promotion of the library to unserved clients. Cal asked Lorna if we got through her calendar. Asked about Halloween night, Jill said she was going to the town meeting to find out what night the town was allowing trick or treat. In preparation do you have a thought or a recommendation if the library hands out candy? As a board lets make a suggestion that if it is on Tuesday night we will direct Lorna to hand out candy, but if on another night it is a dead issue.

Lorna stated that she found out the Kosciusko Literacy will have the book The Great Gatsby for this year.

Cal asked for comments from either Lorna or Jack about Bill Meyer's presentation. Cal asked if we did a nose count at 2 p.m. Brenda counted 35 and I had another person count and they had 42. At the church Jack counted 110. We brought in a lot of people. Cal made a comment in observation that we could have done better if we would have had him use the microphone and sound system. Lorna stated that she did not know where the microphone was and she didn't remember how to turn on the

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## **Minutes for the September 24, 2007 Board Meeting**

system. The board suggested she find the microphone. It was also asked if the staff knew how to use the equipment and it was indicated they did not. Honey suggests the staff needs to know how to set up the microphone and sound system. We need to include it in our how to operate manual behind the circulation desk. It was also suggested by Honey that we give the staff an opportunity to go the IFL Convention meetings in Indianapolis, November 13 through the 15<sup>th</sup>. It was mentioned at the end of the year money left be given to the staff as a bonus, board would rather use it for education for the staff. The board is willing to pay normal day pay, registration and a meal with in reason.

It was brought to the attention of the board that all the computers in the offices and behind the circulation desk should be used by the library staff only and this is in the board's policy.

Two names have been submitted for the board and they are LeeAnn Rock and Sandy Schaeffer. Cal we need to elect a secretary at the next board meeting. There was an official move to nominate the two names mentioned.

Cal asked if there were any other additional new business. No one responded, so Jack motioned to adjourn for the evening and it was seconded by Dick.

NOTE: Cal requested explanation from last months minutes on what NEILC & LSC stood for. NEILC ( Northeast Indiana Library Consortium.  
LSC (Library's Sharing Communities).

A handwritten signature in cursive script, reading "Brenda Cadey", with a long horizontal flourish extending to the right.

October, 29, 2007

President Cal Jackson opened the meeting with the following present, Jill Gross, Dick Webb, and Jack Fisher. The minutes were read and approved.

Cal introduced Curt Feece from the IntegrationGroup, who then proceeded to give a brief history of his company.

Cal asked Deb to explain what our needs were and how we handle problems.

The board made no decision at this time, they want to explore all options.

#### Old Business

- Lorna gave update on the guttering at the old library
- Lorna told board that the \$100,000 has been transferred
- Discussion on employees health insurance and life insurance update, Jean had no life insurance coverage due to her age
- Emergency training will take place after the first of the year
- Halloween is on Wednesday so Library will not be passing out candy
- Lorna informed Board that she would be the only one going to ILF conference
- Lorna was asked if she had submitted replacement names to the county council, she said that she had

#### New Business

- Quote from Miller Construction on making an escape door in the upstairs storage room instead of a door. They want to put in a sliding window. Jill asked how this was going to be paid for, since there are no funds left for this year for that type of work. Deb suggested that it could come out of the Capital Project site improvement fund in the year 2008. Dick made a motion to accept the quote with paying of the bill in 2008 and Jill seconded. Motion carried
- Quine service agreement was given to board for the year 2008 the cost would be \$750. Jack made a motion to accept that contract and Dick seconded. Motion carried
- Lorna gave the board a quote on fixing the crack in the brick on the outside of the building. Jill made a motion to get the work done and Jack seconded the motion, motion carried.
- Dick is going to check out the keys that were found in Jean's office
- Tech plan was presented to the board, Jack made motion and Dick seconded the motion to accept the plan as presented. Motion carried.
- Jack said that he would act as temporary secretary until first of the year, Jill made the motion for this and Dick seconded, motion carried
- Lorna presented her calendar and reports to the board
- Resolution to transfer \$700 from salary of assistant to service repair and maintenance
- Jill presented bills, bills were approved by signing.
- Lorna needs board approval in order to vote for INCOLSA this needs to be done every three years. Jill made the motion and Jack seconded it.

Meeting adjourn.

Debra Hiers

The November 26, 2007 board meeting was presided over by President Cal Jackson with board members Jack Fisher, Honey Kuhn, Jill Gross and Dick Webb in attendance. Jack read the October 29, 2007 minutes which were approved after adjustment.

Kevin, representing Pro Info, explained the services they provide to Bell. Kevin also explained other options available not currently used at Bell.

Marsha Scott, representing Friends of the Library, brought a concern to the Board. Jill moved that friends booksale items be recorded. Dick seconded. *passed*

### General Repairs-

There was discussion of advantages and disadvantages with Pro Info's service. Quine hasn't been here for maintenance, just took inventory. *return ?*

Repair on brick is done and paid for.

Miller will do roof door work now, but take payment after the first of the year.

There have been no new leaks.

Dick reported on key identification.

Jack reported on the Employee Death Benefit policy. He will get quotes for different levels of coverage for full-time and part-time employees. This was tabled until more figures are available. *- Jack*

Kosciusko County Council has not taken action on a new board member since two names were submitted. The Council only needs one so they don't have to choose. A motion was made to nominate Sandy Schaeffer. Jill seconded.

Lorna reported on her ILF meeting and her December calendar schedule.

### Budget adjustments-

There were two resolutions, line transfer from Internet to service repair and maintenance and to salary of assistance. A motion was made by Honey for the line item transfers, which were seconded by Dick. *passed Jill + Dick - moved*

Bills were approved. Contract for snow removal by Eads was voted on and approved. *by signature*

### New Business-

Lorna is to contact Jim Moyer, trustee. Lorna is to go to Kosciusko County website to get a list of every home owner and to let people know about the library.

November was mentioned as being amnesty month although it wasn't this year.

It was voted on not to have a December meeting due to the holidays. Board members will be required to come in to sign bills. January 28, 2008, is the next scheduled meeting.

Lorna is to contact staff when to have a meeting in two weeks, and to have a disaster plan and chart of important phone numbers.

The library might be sponsoring a gardening program in March. There was discussion about Jean's memorial fund and what to do with the money.

Dick moved to adjourn the meeting and Jill seconded. *passed*

-Cathy Whetstone

December, 2008

There was no meeting of the Library Board.

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