

Board Meeting Attendance 2008											
	Jan.	Feb	March	April	May	June	July	Aug	Sept. 11 th 29 th	Oct	Nov. 6 th
Cal	/	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Roger		✓		✓	✓	Ab	Ab	✓	Ab	✓	Ab
Jack	/	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jill	/	✓	✓	✓	✓	Ab	✓	✓	✓	✓	Ab
Honey	/	✓	✓	no	✓	✓	Ab	✓	Ab	✓	✓
Dick	/	—		✓	✓	✓	✓	✓	✓	✓	✓
Sandi	/	✓	✓	no	✓	✓	Ab	✓	✓	✓	✓

Bell Memorial Library Board Meeting
January 28, 2008

Members Present: Cal Jackson, Honey Kuhn, Jill Gross, Dick Webb, Sandy Schaeffer, and Jack Fisher. Deb Hers and Lorna Tridle also present
Members Absent: Roger Moriarity

Approval of Minutes of last meeting: Jill Gross made a motion to approve minutes with changes for the November 26, 2007 meeting. Dick Webb seconded the motion. Motion carried.

Call welcomed Sandi Schaeffer who was appointed by the Kosciusko County Commissioners to fill the term of Brandon Spittler. He also welcomed Eileen Bowser who has been ordering books in Jean's Pritchert's absence.

Old Business: Debbie and Lorna are to investigate the State of Indiana's policy for selling property to the next meeting. Quine has also been back to change filters and check the heating system. No problems were reported.

The roof access door has been completed. Lorna reported a roof leak to the Board. She has made a call to have someone repair it.

Jim Eads wants clarification on when to remove snow. It was decided that Jim should clear sidewalks whenever it snows. The library staff will put salt on the sidewalk.

Jim Moyer is to get a list of our patrons for Franklin Township and give to Lorna. In regards to publicizing the availability of the library to students who attend Tippecanoe Valley Schools but live outside our taxing unit, it was decided to print materials to give out at Kindergarten Round-Up and during Registration at TVHS, TVMS, and Mentone Elementary Schools. Lorna will be responsible for this. Jack will contact Brett Boggs, Superintendent of TVSC about having an article put in The View of the Valley. Lorna is also to talk to the Mentone principal about having students visit the library at least once in the Spring or the start of school in August so that they can see the library and be given information for obtaining a library card.

Old Business:

Eileen Bowser has been ordering books for the library. A motion was made by Honey Kuhn to direct Lorna to hire Eileen Bowser to order books and weed books from the library's collection at a rate of \$10.98/hour in a part time position. Sandy seconded the motion. Motion carried. It was decided that 1/3 of the appropriation for new materials would go for fiction books, 1/3 for nonfiction books, and 1/3 for children's books. Jill suggested that emphasis be placed on Books on CD.

The Board did an Evaluation Review of current investments. A total of \$160,000 is currently invested in two certificates of deposit, one for \$100,000 and one for \$60,000.

Starting with the February meeting, the library staff will not need to have someone attend to take minutes.

Lorna Tridle's Report:

After November 1, 2010, the Library will not need to send a report for our building to satisfy the grant for the current building.

Lorna reported on the need for staff training and recommended that the library be closed on February 18, 2008 and April 2, 2008 for such training. Dick Webb made a motion to close the library on February 18 and April 2, 2008 for staff training. Jill Gross seconded the motion. The motion carried. **The Library Board recommends that all employees attend these inservices.**

Approval of Bills:

Lorna presented an amendment to the existing resolution about CHARTERED ACCOUNTING INFORMATION on transferring funds. (See attached resolution and information about the transfers.) All Board members present signed the resolution.

Bills for December, January, and payroll were signed by all Board Members.

Jill Gross made a motion to make Ann Wise a circulation clerk @ \$7.79/hour as of January 28, 2008. Dick Webb seconded the motion. The motion carried.

Jill Gross made a motion to make the following dates the official dates for the Library Board to meet in January, 2008: January 28, February 25, March 31, April 28, May 26, June 30, July 28, August 25, September 29, October 27, November 24, and December 29. Dick Webb seconded the motion. The motion carried.

Dick Webb made a motion to deny a request by the King Funeral Home to use the Library for viewings during the remodeling of the funeral home. Jack Fisher seconded the motion. The motion carried.

Jill Gross made a motion to hire Umbaugh to help with the Capital Projects Plan. Dick Webb seconded the motion. The motion carried. Lorna will bring the quote for Life Insurance coverage for library employees to the next meeting.

Jill Gross made a motion to adjourn the meeting. Jack Fisher seconded the motion. The motion carried. The next meeting is February 25, at 6:30 p.m.

Cal

From: Deb Hiers [bellib2@kconline.com]
Sent: Tuesday, January 29, 2008 1:04 PM
To: Jill; Jack Fisher; Cal
Subject: Fw:

----- Original Message -----

From: Pride, Charlie
To: Deb Hiers
Sent: Tuesday, January 29, 2008 10:46 AM
Subject: RE:

IC 36-1-11-1 (b) (7) exempts sales of property to an Indiana nonprofit corporation organized for educational, literary, or charitable purposes that are exempt from Section 501 from all of the requirements in the sale of property laws. This being the case, the Library could transfer or sell the property in any manner it chooses to the Friends as long as the Friends met the requirements of the statute.

Book keeper

1/29/2008

Bell Memorial Library

Board Meeting

February 25, 2008

Members Present: Cal Jackson, Honey Kuhn, Jill Gross, Sandy Schaeffer, Roger Moriarity and Jack Fisher. Lorna Tridle also present

Members Absent: Dick Webb

Approval of Minutes of January 28, 2008 meeting with corrections: Honey Kuhn made a motion to approve minutes with changes for the November 26, 2007 meeting. Sandy Schaeffer seconded the motion. Motion carried.

Old Business:

Life Insurance Quote: (see attached worksheet) Presented by Bill Jeffries (Beauchamp McSpadden)

Option 1: 10 year term @ cost of \$150.63/month for current list of employees. (\$25,000)

Option 2: Universal Life @ \$173.33/month. (approx. \$10,000)

Option 3: Whole Life Premium @ cost of \$164.66 (range on age from \$9,994.00 to \$133390.00)

Cal asked how long quotes were good. They are good until someone has a birthday. No action was taken by the Board. Lorna will write a letter to Bill stating that the Board has decided not to pursue any plan at this time.

General Building Items:

No leaks in roof this month. Keith Franks will be here on February 26 to look at some issues with the lights. Ask Dick to talk with Seniors about returning heat to lower setting when they leave.

Mentone Day Care is requesting an update on square footage for their area. Lorna will get information for their group. They are still behind in payments on room use, but they have made up some of the difference.

Discussion on our old library was held. Charlie Pride sent an email response to our question about transferring the ownership of that building as long as the group (Friends of the Library) meets the guidelines. (see attached email). ~~Lorna~~ Honey will call Suzy Light about auctioning the building if we give them the building.

Lorna gave information concerning efforts to get Tippecanoe Valley School Corporation students information about the library. She has made a handout that can be presented to students at school registrations and kindergarten round-up. The TVSC web site now lists the information on its front page.

There will be a report next month on contacting colleges about hiring a new head librarian. Honey and Jack are responsible for that.

New Business:

Lorna's Report: Gave information on annual stats for 2007 (see attached note). Presented the calendar for March. Gave information on Disaster Planning for Tornadoes and Fires given to the staff by Ed Rock from the Kosciusko County Emergency Preparedness Unit. Lorna will give documentation to Cal, to be placed in the minutes book. Honey made a motion to approve the plan and placed in Section 4, 26a and 26b with dates as to approval. Sandy seconded the motion. Motion carried.

Inservice training for April 22, 2008 has been planned for staff members.

Approval of Bills: Roger made a motion to approve the bills for February, 2008. Jill seconded. Motion carried. A check from COIT in the amount \$7,242.79. A resolution is needed to establish a Rainy Day Fund according to Kosciusko County. The resolution was signed by all Board members present.

Jill Gross made a motion to adjourn the meeting. Jack Fisher seconded the motion. The motion carried. The next meeting is March 30, at 6:30 p.m.

RESOLUTION TO ESTABLISH A RAINY DAY FUND

Whereas, the Board of Trustees of Bell Memorial Public Library finds that the purposes of the Operating Fund have been fulfilled; and,

Whereas, there is remaining in the Operating Fund an unused and unencumbered balance and/or excess COIT funds; therefore,

Be it resolved, that the Board of Trustees of the Bell Memorial Public Library do hereby establish a Rainy Day Fund for the purposes of Deposit of Excess of Operating Funds and excess COIT funds. This fund shall be used for the same purpose as the Operating Fund and shall be subject to the same appropriation process as other funds that receive tax money.

ADOPTED THIS 25th DAY OF February, 2008.

NAY

AYE

Roger Monahan
Sammy Slaughter
Cal Jackson
Donny Kuhn

ATTEST:

Jack R. Fisher
Secretary of Bell Memorial Public Library Board

Kosciusko County Auditor's Office

February 8, 2008

All Civil Towns, Townships, Schools and Libraries

The enclosed supplemental distribution of County Economic Development Income Tax is being made pursuant to I.C. 6-3.5-7-17.3. Pursuant to I.C. 6-3.5-7-17.3(b)(2), this distribution must be allocated in the same manner and deposited into your rainy day funds established under I.C. 36-1-8-5.1.

Any questions, please call me at the number below.

Sincerely,



Becky Dye
Kosciusko County Auditor's Deputy

PO

Budget Account
Code 601.60000.000.000
Invoice
Date 02/08/2008
Invoice
2007 Excess COIT

Comment
FEBRUARY COIT

Amount
7,242.79
7,242.79

FORM APPROVED BY STATE BOARD OF ACCOUNTS FOR KOSCIUSKO COUNTY - 1995
TREASURER OF KOSCIUSKO COUNTY, INDIANA
WARSAW, INDIANA 46580

126006

LAKE CITY BANK
WARSAW, INDIANA
71-371/749

CHECK NUMBER 126006

DATE 02/08/2008

FUND

AMOUNT

Pay exactly Seven Thousand Two Hundred Forty Two and 79/100 dollars

\$7,242.79

THIS WARRANT VOID TWO (2) YEARS
AFTER DEC. 31 OF YEAR OF ISSUE.

NOT GOOD UNLESS COUNTERSIGNED BY TREASURER

PAY
TO THE
ORDER
OF

Bell Memorial Library
306 N Broadway
P.O. Box 368
Mentone, IN 46539

Kent Adams
Marsha McSherry

TREASURER

AUDITOR

⑈ 126006 ⑈ ⑆074903719⑆ 0000122386⑈

Deb Hiers

From: "Pride, Charlie" <cpride@sboa.IN.gov>
To: "Deb Hiers" <bellib2@kconline.com>
Sent: Tuesday, January 29, 2008 10:46 AM
Subject: RE:

IC 36-1-11-1 (b) (7) exempts sales of property to an Indiana nonprofit corporation organized for educational, literary, or charitable purposes that are exempt from Section 501 from all of the requirements in the sale of property laws. This being the case, the Library could transfer or sell the property in any manner it chooses to the Friends as long as the Friends met the requirements of the statute.

From: Deb Hiers [mailto:bellib2@kconline.com]
Sent: Tuesday, January 29, 2008 12:31 PM
To: Pride, Charlie
Subject:

Hello, Charlie

Question at the December meeting your were asked if a library could sell an old building to Friends of the Library your answer was yes. Could you e-mail me how to go about this. We have had our building for sell for over 3 years. Had it reaprised last year and the price was lowered more than 10% had a buyer but was still to high for what he wanted to pay. Now What can we do, our director Lorna Klein talked to you last year about this.

Deb Hiers

Book keeper

02/25/08

STATS for 2007 from the annual report



Total circulation 197,993

Total number of books 33,730

Total number of videos 5,997

Total number of audio materials 1,500

Total Operating Income: \$284,837

Total spent: 262,482

Total registered patrons 2,999

Feb. 25, 2008

Agenda

I. Call to order

- A. Welcome guests

II. Reading of Minutes- Jan. 28, 2008

- A. Additions and corrections

III. Old Business

- A. Life insurance discussion
- B. General building items
 - 1. General repairs
 - a. Roof repair
 - 2. Selling options for old facility
- C. Follow-up on TVSC
 - outreach-communication-notification of services
- D. Jack and Honey report on librarian search
- E. Additional old business, if necessary

IV. New Business

- A. Lorna's Reports
 - 1. Lorna's calendar
 - 2. Report on in service training
- B. Approval of Bills
- C. Additional new business if necessary

V. Adjournment

Bell Memorial Library

Board Meeting

March 30, 2008

Members Present: Cal Jackson, Honey Kuhn, Jill Gross, Sandy Schaeffer, and Jack Fisher. Lorna ^{Kline} ~~Tridle~~ also present

Members Absent: Dick Webb, Roger Moriarity

Approval of Minutes of February 25, 2008 meeting was presented: Minutes were approved with the corrections for the February 25, 2008 meeting by a majority vote.

Guests Present:

Linda Cochran was here to discuss our policy for the use of building. Discussion was held on the matter of funeral dinners.

Old Business:

Dick Webb is absent and no report on whether the seniors' group was told to lower the thermostat.

Square footage information was given by Lorna to the Day Care.

No information was available on the old library building. Honey will contact Suzy Light about auctioning the old building. There is an issue with a security light at the old building. Deb Hier talked with NIPSCO about being billed for a light. Lorna will call and have it cancelled.

Information on a posting of Head Librarian was given. A target date of posting this position is April 30, 2008. Jill made a motion to advertise for the position of Head Librarian with Indiana Library Federation. Sandy seconded the motion. Motion carried.

Capital Projects Plan

Lorna presented the Capital Projects Fund Report. It needs to be to the Auditor of Kosciusko County by April 10, 2008. It has been published in the Warsaw Times Union newspaper. The old library value was changed to \$45,000 which reflects the last assessment for this facility. Jill made a motion to accept the Capital Projects plan for 2009-2011. Honey seconded the motion. The motion carried by signature.

New Business

Lorna reported six people going to the conference on April 22. The library will be closed that day.

Book Buddies has been scheduled for April 15 and April 29.

Lorna reported on PERF for Jean Pritchard. PERF will credit the Bell Library with an amount \$ 3,489.25. Jill made a motion to write Jean Pritchard's estate a check for \$3,489.25 to pay for PERF funds that were not received but okayed by PERF. This money will be reimbursed by PERF to the library, and the money will be borrowed from the Rainy Day fund. Motion carried.

Approval of Bills:

A motion was made by Honey Kuhn to pay the monthly bills. Sandy seconded the motion. Motion carried.

Adjournment:

Jack made a motion to adjourn the meeting. Jill seconded the motion. The motion carried. The next meeting is April 28, at 6:30 p.m.

Goes with March 30 minutes

BELL MEMORIAL PUBLIC LIBRARY
(KOSCIUSKO COUNTY) MENTONE, INDIANA

Library Capital Projects Plan
Plan Summary for Years 2009 - 2011

	Budget Year		
	2009	2010	2011
<u>Current Expenditures</u>			
(1) Planned construction, repair, replacement, or remodeling	\$ 5,000	\$ 5,000	\$ 5,000
(2) Site acquisition	-	-	-
(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 and software	10,000	10,000	10,000
Subtotal Current Expenditures	29,000	29,000	29,000
(7) Allocation for future projects	15,389	11,081	7,020
Total Expenditures and Allocations	\$ 44,389	\$ 40,081	\$ 36,020
<u>Estimated Sources of Revenue</u>			
January 1, Cash balance (for each year of the plan)	\$ 19,941 (1)	\$ 15,389	\$ 11,081
Less encumbered appropriations	-	-	-
Cash balance available for current plan	19,941	15,389	11,081
Property tax revenue	22,197	22,419	22,643
Auto excise, CVET and Financial Institutions tax receipts	2,251	2,273	2,296
Other Revenue	-	-	-
Total Funds Available for Plan	\$ 44,389	\$ 40,081	\$ 36,020
<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>\$ 166,895,311</i>	<i>\$ 168,564,264</i>	<i>\$ 170,249,907</i>

(1) The estimated beginning cash for 2009 does not equal the estimated 2008 Allocation for Future Projects because of the following: the Library did not spend the entire appropriation for capital projects in 2007. Additional information available upon request.

BELL MEMORIAL PUBLIC LIBRARY
LIBRARY CAPITAL PROJECTS FUND 2009-2011

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 \$166,895,311, as of 3/4/2008, a Capital Funds Project tax of .0133 per \$100/assessed valuation of property taxes would raise approximately \$22,197 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)

Jack Fisher-Secretary (appointed by TVSC)

Sandi Schaeffer—(appointed by Kosciusko
County Council)

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, eight part time employees, one substitute, a janitor, and several volunteers

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

2008 Operating Budget (as adopted by
BMPL Board of Trustees) \$294,638

Levy .1343

2007 Debt Service Fund \$ 35,745

Property Tax Rate

Levy .0240

2007 Library CPF \$ 21,000

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) 45,000

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.

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 (I -1-08)

Registered Patrons	2969
Circulation	197,943
Collection Size	45,439
Hours of Service	58

C. Anticipated Capital Projects Fund Resources

2009	2010	2011
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	Projected Assessed Valuation		
	\$166,895,311	\$168,564,264	\$170,249,907
Property Taxes	\$22,197	\$22,419	\$22,643
Excise Tax	2,251	2,273	2,296
Projected Tax Rate	.0133	.0133	.0133

D. Proposed Use of Library Capital Projects Fund

E.

BUDGET YEAR 2009 LOCATION: Bell Memorial Public Library

No funds have been set aside for the following areas:

- Acquisition of real property

Appropriations have been made in the following categories:

- Planned construction, repair, replacement, or remodeling 5,000
- Site Development 2,000
- Emergency Allocation 2,000
- Purchase, lease, repair, and maintenance of equipment 10,000
- Purchase, lease, repair, and maintenance of computer hardware and computer software 10,000

f. Allocation for future projects 15,389
 The library will continue progress toward improving the technology that Bell can offer, which includes purchasing a DVD cleaner and repair machine, upgrading computers that are on a replacement schedule, upgrading software, and adding a sink in the Bell X-1 Room.

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 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 11,081

Updating computers that are on a replacement schedule and updating software will continue. Shelving in the upstairs storage area will take place, as well as finishing this area. Because of the local egg history and old newspapers that are housed at Bell, a digitalization project will begin.

BUDGET YEAR: 2011 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 7,020

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 and the YA area updated.

LIBRARY CAPITAL PROJECT FUND SUMMARY BELL MEMORIAL PUBLIC LIBRARY

CURRENT EXPENDITURES	2009	2010	2011
(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
SUBTOTAL CURRENT EXPENDITURES			
	29,000	29,000	29,000
(7) Future Allocation	15,389	11,081	7,020
TOTAL EXPENDITURES AND ALLOCATIONS			
	44,389	40,081	36,020

SOURCES AND ESTIMATES OF REVENUE

January 1 Cash balance	19,941	15,389	11,081
Less encumbered appropriations	0	0	0
Cash balance available for			
Current plan	1,941	15,389	11,081
Property Tax revenue	22,197	22,419	22,643
Auto, Excise, and tax receipts	2,251	2,273	2,296
Other Revenue (interest)	0	0	0

TOTAL FUNDS AVAILABLE FOR PLAN

44,389	40,081	36,020
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Based upon Assessed Evaluation

2009	2010	2011
166,895,311	168,564,264	170,249,907

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

RESOLUTION TO ADOPT LIBRARY CAPITAL PROJECTS FUND PLAN

This resolution is adopted by the Library Board of Bell Memorial Public Library of Kosciusko County, Indiana.

Whereas, a Library Capital Projects Fund has been established; and

Whereas, the Library Board is required under IC 36-12-12-3 to adopt a plan with respect to the Library Capital Projects Fund; and

Whereas, the Library Board held a public hearing on the plan on March 31, 2008 at 101 West Main Street, Mentone, Indiana


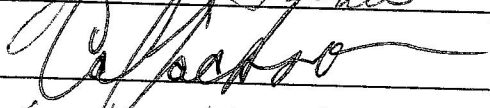
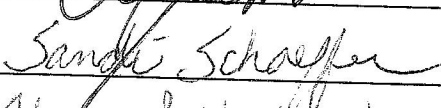
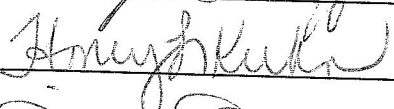

THEREFORE BE IT RESOLVED, by the Library Board that the plan entitled Library Capital Projects Plan for Years 2009-2011 is hereby incorporated by reference into this resolution, and is adopted as the Library Board's plan with respect to the Library Capital Projects Fund.

BE IT FURTHER RESOLVED that the Library Board will submit a certified copy of this resolution (including the adopted plan) to the appropriate local fiscal body for review and the Department of Local Government Finance under IC 36-12-12-5.

ADOPTED MARCH 31, 2008

AYE

NAY

ATTEST:


Secretary of Library Board

NOTICE TO TAXPAYERS OF THE 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 March 31, 2008, 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.

Current Expenditures

- (1) Planned construction, repair, replacement, or remodeling
- (2) Site acquisition
- (3) Site development
- (4) Emergency allocation
- (5) Purchase, lease, repair and maintenance of equipment
- (6) Purchase, lease, maintenance & repair of computer hardware and software

Subtotal Current Expenditures

- (7) Allocation for future projects

Total Expenditures and Allocations

	Budget Year		
	2009	2010	2011
	\$	\$	\$
(1) Planned construction, repair, replacement, or remodeling	5,000	5,000	5,000
(2) Site acquisition	-	-	-
(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 and software	10,000	10,000	10,000
Subtotal Current Expenditures	29,000	29,000	29,000
(7) Allocation for future projects	15,389	11,081	7,020
Total Expenditures and Allocations	\$ 44,389	\$ 40,081	\$ 36,020

Estimated Sources of Revenue

January 1, Cash balance (for each year of the plan)

Less encumbered appropriations

Cash balance available for current plan

Property tax revenue

Auto excise, CVET and Financial Institutions tax receipts

Other Revenue

Total Funds Available for Plan

	\$	\$	\$
January 1, Cash balance (for each year of the plan)	19,941	15,389	11,081
Less encumbered appropriations	-	-	-
Cash balance available for current plan	19,941	15,389	11,081
Property tax revenue	22,197	22,419	22,643
Auto excise, CVET and Financial Institutions tax receipts	2,251	2,273	2,296
Other Revenue	-	-	-
Total Funds Available for Plan	\$ 44,389	\$ 40,081	\$ 36,020

The estimated tax rate for the Library Capital Projects Fund

The estimated tax rate is based upon an estimated assessed value of

	\$	\$	\$
The estimated tax rate for the Library Capital Projects Fund	0.0133	0.0133	0.0133
The estimated tax rate is based upon an estimated assessed value of	166,895,311	168,564,264	170,249,907

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.

Board Members:

Cal Jackson, President
 Roger Moriarty, Vice President
 Jill Gross, Treasurer
 Jack Fisher, Secretary
 Honey Kuhn, Board Member
 Dick Webb, Board Member
 Sandi Schaeffer, Board Member

Date: March 4, 2008

April 28, 2008

Agenda

I. Call to order

- A. Welcome guests

II. Reading of Minutes- March 31, 2008

- A. Additions and corrections

III. Capital Projects Plan -update

IV. Facilities

- A. General repairs and upkeep
- B. Old Library issues

V. Old Business

- A. Utilization of Jean's memorial monies
- B. Additional old business, if necessary

VI. New Business

- A. Lorna's Reports
 - 1. Lorna's calendar
- B. Approval of Bills
 - 1. Delayed property taxes--funding
- C. New Director search update
 - 1. Salary discussion
- D. Additional new business if necessary

VII. Adjournment

LIBRARY DIRECTOR

Descriptions/Responsibilities:

Bell Memorial Library, Mentone, Indiana, is seeking a director who is committed to serving a small town/township with a population of 4,000 and the Tippecanoe Valley School Corporation in North Central Indiana. Staff of 2-3 full time and 9 part time staff. 41,000 volumes, total circulation 200,000. New library 2003.

Qualifications: Indiana Librarian V certification required.

Salary: Will be based on education and experience. Benefits.

Contact: Send resume with 3 references to:

Cal Jackson, Board President

2530 South 900 West

Mentone, Indiana 46539

Goes with April 30 minutes

Month	NIPSCO	Water	CULLIGAN	TOTAL	BALANCE
Jan					689.69
Feb	853.88	47.35	51.95		953.19
Mar	612.25	50.43	52.9		715.86
Apr	747.07	47.46	52.9		847.43
May	404.82	41.52	49.7		496.04
Jun	443.41	44.49	61.4		549.3
Jul	61.34	41.52	65.65		168.51
Aug	511.31	44.49	34		589.8
Sep	378.42	44.49	34		456.73
Oct	272.37	41.52	101.55		415.44
Nov	336.31	38.55	60.45		435.31
Dec	464.58	47.55	34		546.03
					6863.33
balance					-100
					6763.33
2006					
Jan.	1053.46	118.29	76.5		1248.25
Feb	617.17	34.94	37.58		689.69
Mar	476.34	26.02	77.25		579.61
Apr	519.44		0		547.33
May	344.09		73.53		447.36
Jun	263.76		38.93		332.43
Jul	249.76		39.63		319.14
Aug	263.56		35.4		326.85
Sep	249.73		39.83		317.44
Oct	192.63		26.55		241.48
Nov	paid	part			241.48
Dec	paid				5049.58
					-1400
					3649.58

Jill they just paid off 2007 and 2004 leaving a balance of 10412.91

04/21/08

BELL MEMORIAL PUBLIC LIBRARY

101 West Main Street; P.O. Box 368

Mentone, Indiana 46539-0368

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

[www.http://bell.lib.in.us](http://bell.lib.in.us) Email bellib1@bell.lib.in.us

21 May 2008

Marsha McSherry, Kosciusko County Auditor
Kent Adams, Kosciusko County Treasurer
100 W. Center, Room 220
Warsaw, IN 46580

Marsha

Since Bell Memorial Public Library will not receive a 30 June Disbursement check, please accept this letter as the formal request for an advance tax draw by 30 June 2008 on the taxes collected that are due to BMPL. Please advance the maximum amount available.

Thank you.

Lorna Klein
Director

Bell Memorial Library

Board Meeting

May 27, 2008

Members Present: Cal Jackson, Jill Gross, Roger Moriarity, Dick Webb, Honey Kuhn, Sandy Schaeffer, and Jack Fisher. Lorna Klein was also present.

Members Absent: None

Minutes of April 28, 2008 meeting were presented. Dick made a motion to approve the minutes and Roger seconded the motion. The motion carried.

Guests Present: Ed Reed.

Old Business:

Old Library

- Ed Reed wanted to use the old library for a youth center. Cal discussed with Ed the parameters of the Library Board as to our process for selling the old Library. Ed indicated his interest in having a place for youth to go to get off the streets. They would also provide some day care after school. There has been some interest in the old building from other persons. We have received a call about making an offer on the building. Bid might be forthcoming. Another person has indicated an interest. No more details available.
- The security light has been shut off at the old library. There is a flood light at our current site. It is a dusk to dawn light. It costs \$13.15 per month. Roger moved to shut off the flood light. Dick seconded the motion. Motion approved by majority. Lorna is to call NIPSO and cancel this light.
- A motion was made by Roger to print a public notice to sell the old library on bids. Honey seconded the motion. The motion carried. Lorna is to find out the notification process to get it in the paper. Roger suggested a sign at that property to indicate silent bids can be made by contacting the library.

Repair Issues

- Parking lot has been sealed. Lorna says they are going to fill in an area at the entrance of the driveway. Otherwise, the job looks good. Cal asked about having the dip filled in even at an additional cost. Lorna will relay this to the persons responsible for sealing the parking lot.
- Shambaugh checked out the sprinkling system, and it is working.
- Arrow came and sprayed for ants at a cost of \$250.00.
- ~~Kline~~ ^{Kline} has changed their maintenance contract to run from January to December.

Capital Projects

- Capital Projects Plan has been approved at our requested rate by Kosciusko County Council (May 8, 2008).

New Business

Lorna's Report

- New certification plan for library personnel adopted by the State of Indiana will not have any affect on our library. Lorna felt our employees should get certified in case certification changes down the road. (Copy placed with minutes for this month.)

- Lorna goes to Peabody on May 29 for 2009 budget guidelines.
- Lorna asked for an advanced cash draw for June 30, 2008. (See attached letter.)

Approval of Bills

- Dick made a motion to approve library bills as presented. Roger seconded the motion. Motion carried.

Employee Reviews

- Cal commented that he was disappointed that not all evaluations were completed. Lorna was given a month to complete, and one was not completed.
- Staff evaluations as a whole were positive from Lorna.
- Cal read through the job responsibilities for our head librarian. Cal indicated an area of concern for him is getting jobs done in a timely manner. This was echoed by other board members. Programs offered have been good. Grant writing activities have been good. It was brought up about accountability, and it was felt that some improvements have been made.

Resumes

- Cal mentioned that two of the candidates have indicated that they will be in the area during the first week in June. We will meet with Sue Gordy on Thursday, June 6, 6:00 p.m. at the Library. Lorna will be present along with other Board members who are available. Honey is going to email Sue about the meeting.

Mentone Days

- Jill made a motion to close the library on June 7, from 11:00 a.m. to 12:00 p.m. during the parade downtown. Honey seconded the motion. Motion carried.

Summer Reading

- Roger made a motion to allow \$100.00 be available for the Summer Reading Project. Dick seconded the motion. The motion carried.

Adjournment

- Roger made a motion to adjourn the meeting at 8:14 p.m. Dick seconded the motion. The motion carried. The next meeting is ~~April 28~~ June 30, at 6:30 p.m.

Date Approved: June 30, 2008

Secretary's Signature: 

Copy to minutes
book



143 West Market Street • Indianapolis, IN 46204 • tel: (888) 526-1687 • web: www.perf.in.gov

Credit Memo

June 18, 2008

Employer #1460-000
BELL MEMORIAL PUBLIC LIBRARY
PO BOX 368
MENTONE, IN 46539

*Public Employees'
Retirement Fund*

*1977 Police Officers'
and Firefighters' Pension
and Disability Fund*

*Prosecuting Attorneys'
Retirement Fund*

*Legislators' Retirement
System*

*State Excise Police,
Gaming Control
Officers, Gaming Agents
and Conservation
Enforcement Officers'
Retirement Plan*

*1977 and 1985 Judges'
Retirement Fund*

To Whom It May Concern:

According to our records your account has a credit balance of \$10,321.4. This credit could be a result of applying the incorrect rate when calculating your quarterly payment, or adjustments to employees' accounts, or submitting excess funds to PERF.

Please apply this credit to your next quarterly payment by writing this amount on Line 9 of your Summary of Wages and Contributions sheet, and deducting it from your total payment.

Thank you for your prompt attention to this matter.

If you have any questions, please contact PERF Wages and Contributions at (317) 234-3890.

Your goals...our commitment.



STATE OF INDIANA

Roberta Brooker, State Librarian

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 is valid from 2008 until 2010.

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.

Karen Ainslie
Indiana State Library (Approving Agency)
6/19/08
Date

ISL/LDO 06/19/08

Equal Opportunity Employer

RESOLUTION TO BORROW FROM GIFT FUND TO GOB FUND

We, the Board of Bell Memorial Public Library, give Lorna Klein, Director, permission to borrow in the amount \$5,000 from the Gift Fund (Interest accrued), which will be placed into the GOB Fund. This is a temporary loan that will be paid pack to the Gift Fund by 31 December 2008. Jill Gross and Deb Hiers will manage the loan.

Dated this 30th day of June 2008

AYE

NAY

<u>Sandi Schaff</u>	_____
<u>Henry H. H. H.</u>	_____
<u>Cal Pack</u>	_____
<u>Richard H. H.</u>	_____
<u>Jack Fisher</u>	_____
_____	_____
_____	_____
_____	_____

ATTEST: _____
Secretary of the Board



STATE OF INDIANA

Mitchell E. Daniels
Governor

STATE BUDGET AGENCY

212 State House
Indianapolis, Indiana 46204-2796
317-232-5610

Christopher A. Ruhl
Director

MEMORANDUM

To: Cheryl Musgrave, Commissioner
Department of Local Government Finance

From: Bob Lain, Assistant Director
Tax and Revenue Division

Date: June 24, 2008

Subj: Assessed valuation growth quotient

The State Budget Agency has calculated the assessed valuation growth quotient pursuant to I.C. 6-1.1-18.5-2(b) for property tax levies due and payable in CY 2009. The growth quotient for CY 2009 is 4.000%. The supporting documentation is contained in the attached file.

Should you need additional information, please contact me.

Attachment

Cc: Ryan Kitchell, Director, Office of Management and Budget
Chris Ruhl, Director, State Budget Agency
Adam Horst, Deputy Director, State Budget Agency
John Mallers, Director, Budget Division, Department of Local Government
Finance

June 24, 2008

RESOLUTION TO TRANSFER FROM GRANTS/TECHNOLOGY FUND
INTO THE OPERATING FUND

We, the Board of Bell Memorial Public Library, give Lorna Klein, Director,
permission to transfer the amount \$3,000 from the
Grant/Technology Fund which will be placed into the Operating Fund.

Dated this 30th day of June 2008

AYE

NAY

<u>Sandi Schaeffer</u>	
<u>Donna Kubit</u>	
<u>Carol Kubit</u>	
<u>Richard Stubb</u>	
<u>Dick Fisher</u>	

ATTEST: _____
Secretary of the Board

Bell Memorial Library 2009 Staff Salaries								
Employee	2008 Hourly Wage	2% Raise	Hourly Rate	3% Raise	Hourly Rate	Total Hours Worked	Notes	
Martha	\$8.59	0.17	\$8.76	0.26	\$8.85			
Cathy W.	\$9.20	0.18	\$9.38	0.28	\$9.48			
Shelly	\$8.84	0.18	\$9.02	0.27	\$9.11			
Maddy	\$8.78	0.18	\$8.96	0.26	\$9.04			
Gretchen	\$8.43	0.17	\$8.60	0.25	\$8.68			
Anne	\$7.79	0.16	\$7.95	0.23	\$8.02			
Sandy	\$7.52	0.15	\$7.67	0.23	\$7.75			
Brenda	\$7.79	0.16	\$7.95	0.23	\$8.02			
Tara	\$9.36	0.19	\$9.55	0.28	\$9.64			
CIRC/TECH			\$10.00		\$10.00			
Deb	\$12.93	0.26	\$13.19	0.39	\$13.32			
Eileen	\$10.98		\$10.98		\$10.98			
Lorna	\$18.29		\$18.29		\$18.29			

Bell Memorial Library 2009 Staff Salaries						
Employee	2008 Hourly Wage	Hourly Rate	3% Raise	Hourly Rate	Total Hours Worked	Notes
Martha	\$8.59		0.26	\$8.85		
Cathy W.	\$9.20		0.28	\$9.48		
Shelly	\$8.84		0.27	\$9.11		
Maddy	\$8.78		0.26	\$9.04		
Gretchen	\$8.43		0.25	\$8.68		
Anne	\$7.79		0.23	\$8.02		
Sandy	\$7.52		0.23	\$7.75		
Brenda	\$7.79		0.23	\$8.02		
Tara	\$9.36		0.28	\$9.64		
CIRC/TECH				\$10.00		
Deb	\$12.93		0.39	\$13.32		
Eileen	\$10.98			\$10.98		
Lorna	\$18.29			\$18.29		

Bd approved
2,008
30 June

June 30, 2008

Agenda

I. Call to order

- A. Welcome guests

II. Reading of Minutes- May 27, 2008

- A. Additions and corrections

III. Old Business

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

IV. New Business

- A. Opening of closed bids for the old library
- B. Employee salary evaluations
- C. Lorna's Reports
 - 1. Lorna's calendar
 - 2. Minolta-Konca presentaion on microfilm/microfiche
- D. Approval of Bills
- E. Discussion on Library Director resumes
- F. Additional new business if necessary

V. Adjournment

Bell Memorial Library

Board Meeting

June 30, 2008

Members Present: Cal Jackson, Dick Webb, Honey Kuhn, Sandy Schaeffer, and Jack Fisher. Lorna Klein was also present.

Members Absent: Roger Moriarity, Jill Gross.

Minutes of May 27, 2008 meeting were presented. Dick made a motion to approve the minutes and Honey seconded the motion. The motion carried.

Guests Present: Frank Neikirk, representative for Bizhub, South Bend, Indiana to explain the need for a device to replace the micro-fiche machine. Bid for licensing and software is \$2,500 with an additional cost of \$150/year for maintenance (updates to software).

Old Business:

Old Library:

No bids were received for the old library. We have 60 days to accept a bid under the current notification given in the newspaper.

Repair Issues

Lorna called NIPSO about the light. There should be no more billing. Nothing has been done with the dip in the parking lot yet.

PERF

The library received a credit of \$10,321.40 to the PERF fund which will be ~~used~~ ^{renewed} over a period of time.

Capital Projects

The Technology plan is in compliance with State stipulations ().

Friends of the Library Report

Friends of Library made \$407.57 at their raffle. They also donated \$1,000 for the Summer Reading Program.

New Business

Presentation

Frank Neikirk, representative for Minolta Konica, South Bend, Indiana came to explain the need for a device to replace the micro-fiche machine. Quote is for \$2,500.

Lorna's Report

Discussion was held on the Minolta Konica digital imaging quote. The cost to digitize is approximately \$.07 x 15,000 items/roll x 98 rolls. Lorna was directed to confirm the cost of converting a roll of film.

Lorna gave information about the "Inspire" web site (). No cost is involved.

Fire inspection is scheduled for July 8. A debt workshop is scheduled for Jul 24 with Lorna and Deb in attendance.

Approval of Bills

Dick made a motion to approve the bills as presented. Honey seconded the motion. The motion carried.

Resolutions

A motion was made by Sandy to borrow \$5,000 from the Gift fund to be placed in the GOB Fund as temporary loan to be repaid by December 31, 2008. Motion was seconded by Honey. The motion carried.

A motion was made Sandy by to transfer \$3,600 from the Technology Fund to the Operating Fund. The motion was seconded by Honey. The motion carried.

Library Director Resumes

Cal wanted to develop a time frame for hiring a new library director. Mid to late September was set as a time to sort through the resumes and rank the candidates. We would look to interview the top 4-5. Cal would encourage all board members to bring their list of priorities for the library director. Honey wanted us to send a letter to each candidate who applies after we have hired a director so that they know what has taken place.

Employee Salary Evaluations

A motion was made by Dick to increase salaries 3% across the board for all employees except the Library Director and Eileen to take effect January 2, 2009. Honey seconded the motion. Motion carried.

Adjournment

Dick made a motion to adjourn the meeting at 8:12 p.m. Sandy seconded

the motion. The motion carried. The next meeting is July 28, at 6:30 p.m.

Date Approved: July 28, 2008

Secretary's Signature: Jack R. Fisher

July 28, 2008

Agenda

I. Call to order

- A. Welcome guests

II. Reading of Minutes- June 30, 2008

- A. Additions and corrections

III. Old Business

- A. General items
 - 1. Review of new microfiche information
 - 2. Building repair and upkeep issues
- B. Additional old business, if necessary

IV. New Business

- A. Lorna's Reports
 - 1. Lorna's calendar
 - 2. 2009 budget timeline and signatures
- B. Approval of Bills
- C. Additional new business if necessary

V. Adjournment

Bell Memorial Library

Board Meeting

July 28, 2008

Members Present: Cal Jackson, Dick Webb, Roger Moriarity, Jill Gross, and Jack Fisher. Lorna Klein was also present.

Members Absent: Roger Moriarity, Honey Kuhn, Sandy Schaeffer

Minutes of May 27, 2008 meeting were presented. Dick made a motion to approve the minutes and Roger seconded the motion. The motion carried.

Old Business:

Old Library:

No bids were received for the old library. We have 30 days to accept a bid under the current notification given in the newspaper.

Repair Issues

There are weeds along the fence again. Cal will take care of them.

ProInfo was here and recommended a dedicated power source for the server. There have surges that have affected the server. A surge protector at the receptacle would be best.

The hole was filled in in the driveway.

MICROFICHE Machine

The cost of a roll to switch is approximately \$100. The total cost for the project presented by Frank Neikirk would be approximately \$12,000 to \$15,000. Lorna is working on a grant to help pay for the cost. The grant is due September 30. If we proceed, it would probably be towards the end of the year before a decision is made. Lorna will call to see if we need to be put on a waiting list to have this project completed. Lorna will call Frank.

Dick made a motion to recommend Cathy Whetsone for the Seniors Board. Jill seconded the motion. Motion carried.

New Business

Lorna's Report

For the 2009 budget, we need Form 1 signed tonight. 2008 rate has not be set yet. So, this may affect 2009 budget. Lorna meets with the Field representative from the Dept. of Local Government. The budget has to be advertised by August 15, 2008. Lorna will give it to the Kosciusko County Council on August 15 also. We will need a special meeting between September 4 and September 15. Lorna has raised the budget by 2.7%. Lorna will also post the budget in three places. Forms 1 and 3 were signed by the appropriate board members.

Jack made a motion to set a special meeting on Thursday, September 11, at 6:30 p.m. to adopt the budget and rank director resumes. Dick seconded the motion. The motion carried.

Boggs and Nelson donated the library \$400.00 to be used for programs. Lorna will write a thank you note.

The Friends of the Library donated a picture painted by Janet Brooks, Jean's sister.

From the of Economic Impact of Libraries in Indiana, we need to count our items better. We receive \$2.38 for every dollar spent in Indiana. Lorna attended this meeting.

^(webinar)
Lorna and Deb attended a meeting on filtering web sites in the library. ^{the members} ~~It was~~ voted to unblock gambling.

Lorna attended a meeting to listen to Richard Murdock, Indiana State Treasurer. Lorna found out that our money is insured over \$100,000 since the first \$100,000 is covered by the FDIC. So, all of our money is insured.

The library has still not had the final fire inspection because of a motherboard problem. It will be done when that is replaced.

Lorna presented her calendar for August.

Approval of Bills

^{verify and validate}
Roger made a motion to allow Jill to ~~certify~~ ^{approve} after they have been written and sent. This is just a change in procedure and not personnel. Dick seconded the motion. This is due to Jill's health issues. ~~Dick seconded the motion.~~ The motion carried.

Dick made a motion to approve the bills. Roger seconded the motion. The motion carried.

Roger made a motion that Jill has the authority to cash in one of our cds if our current operationing expenses exceed our capital. Dick seconded the motion. Motion carried.

Jack made motion to approve a commitment to join the Public Library Internet Consortium. Dick seconded the motion. The motion carried.

Adjournment

Jill made a motion to adjourn the meeting at 7:45 p.m. Dick seconded the motion. The motion carried. The next meeting is August 25, at 6:30 p.m. Then, the special meeting is September 11, at 6:30 p.m.

Date Approved: *Aug 25, 2008*

Secretary's Signature: *Jack R Fisher*

Sent a note Boyce + Nelson

August 25, 2008

Members Present: Cal Jackson, Dick Webb, Roger Moriarty, Honey Kuhn, Sandi Schaeffer, Jill Gross, and Jack Fisher. Lorna Klein was also present.

Members Absent:

Cal Jackson, President, called the meeting to order at 6:30 p.m.

Minutes of the July 28, 2008 meeting were presented. Dick made a motion to approve the minutes as corrected and Honey seconded the motion. The motion carried.

Old Business:

1. Keith Franks is fixing the light in the Children's library.
2. The old library was shown two times by Lorna. After two appraisals, Lorna says we can have it appraised by someone who knows the building. No one has made an offer. Lorna will bring a copy of that law to the next meeting.
3. Surge protector was added.

New Business

No patrons were present to comment on the proposed library.

Lorna indicated that all time lines were met for the 2009 library budget. The Operating Budget is set at \$302,593.00. The Debt Fund is \$35,145.00. The Capital Projects budget is \$29,000. There is no rainy day fund. Lorna indicated the budget is under the 4% increase. Budgets do not have to be adopted until December 1. The Dept. of Government Local Finance did not make any changes in our budget.

The operating capital for the library is down to \$19,000.00. Our cd investments come due September 2. Deb would like for the board to cash the \$100,000 and reinvest the \$60,000 cd. The board will have to decide where the interest money from the cd goes.

Dick made a motion to cash the \$100,000 cd and put this money in the general fund. Then, reinvest the interest money earned on the cds with the \$60,000 cd. The resolution will be adopted at our September 11, 2008, meeting. Roger seconded the motion. The motion carried.

Lorna's Report

All staff members have been grandfathered in for their licenses.

Lorna reviewed her September schedule.

Honey made a motion to adopt a resolution to transfer \$4,000.00 from "Other Services and Charges" (internet) to "Other Services and Charges" (Professional Services - \$3,000.00 and Repairs and Maintenance - \$1,000.00). Dick seconded the motion. The motion carried.

Approval of Bills

Roger made a motion to pay the bills with approval by signature. Dick seconded the motion. The motion carried.

The September 11 meeting will be for adoption of the budget, the resolution on the cds, and the resumes for the new librarian.

Adjournment

Dick made a motion to adjourn the meeting at 7:35 p.m. Jill seconded the motion. The motion carried. The next meeting is September 11, at 6:30 p.m.

Date Approved: *August 25, 2008*

Secretary's Signature:



Aug.25, 2008

Agenda

I. Call to order

- A. Welcome guests

II. Reading of Minutes- July 28, 2008

- A. Additions and corrections

III. Old Business

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

IV. New Business

- A. Hearing for 2008 budget
- B. Lorna's Reports
 - 1. Lorna's calendar
- C. Financial Issues
 - 1. Payment of bills
 - 2. CD investments
- D. Additional new business if necessary

V. Adjournment

Timeline for 2009 Budgets (Operating, Debt, LCP, and Rainy Day)

July 28, 2008

Board signs Form 1 (Needed to take to Budget appointment with DLGF)
and Form 3 (Needed to advertise and post in 3 places)

Board must decide date/time to adopt

August 7, 2008 at 3:00

Budget Appointment with DLGF

August 8, 2008

Lorna hand delivers to Warsaw Times-Union (Confirmed Form 3) and
Kosciusko County Auditor (All forms for Kos. County Council), plus
post Form 3 in 3 places

Sometime before August 15, Warsaw Times-Union will print Form 3 and
Print a second time no later than 25 August Form 3

August 25 (Regular board meeting)

Hold public hearing for 2009 budgets

September _____ (After Sept. 4 and before Sept. 15.....need special
Meeting)

Adopt 2009 Budgets

**MISCELLANEOUS REVENUES FOR YEAR
ENDING 2008 ESTIMATED AMOUNTS TO
BE RECEIVED**

8/15/2008
10:47AM

		Column A July 1, 2007 - Dec 31, 2007	Column B Jan 1, 2008 - Dec 31, 2008
4350268	BELL MEMORIAL PUBLIC LIBRARY		
0101	GENERAL		
0201	F.I.T	539	556
0202	Auto/Aircraft Excise Tax	9,114	14,750
0212	COIT	37,531	82,112
0217	CVET	1,960	2,116
2717	Copy Machine Charges	250	500
4100	Fines and Fees	500	1,500
	Fund Total	<hr/> 49,894	<hr/> 101,534
0180	DEBT SERVICE		
0201	F.I.T	133	91
0202	Auto/Aircraft Excise Tax	2,236	2,422
0217	CVET	480	348
	Fund Total	<hr/> 2,849	<hr/> 2,861
1220	LIBRARY CPF		
0201	F.I.T	47	72
0202	Auto/Aircraft Excise Tax	793	1,918
0217	CVET	170	275
	Fund Total	<hr/> 1,010	<hr/> 2,265

DEPARTMENT OF LOCAL GOVERNMENT FINANCE
2008 RATE CAP CALCULATIONS
TO BE USED UNTIL NEXT REASSESSMENT

UNIT: BELL MEMORIAL PUBLIC LIBRARY
UNIT NUMBER: 4350268
LIBRARY CPF

8/15/2008
10:48AM

STEP 1:
THE MAXIMUM RATE FOR FUND 1220 IS 0.0133

STEP 2:

		% INCREASE - 1
2007 Pay 2008	157,321,848	
2006 Pay 2007	151,723,010	= 0.0369

STEP 3:

	STEP 4: % INCREASE TO NEAREST .01%
2004 PAY 2005 AV	126,706,785
2003 PAY 2004 AV	130,747,855
	= -0.0309
2005 PAY 2006 AV	127,643,470
2004 PAY 2005 AV	126,706,785
	= 0.0074
2006 PAY 2007 AV	151,723,010
2005 PAY 2006 AV	127,643,470
	= 0.1886

STEP 5:
SUM OF % INCREASES IN STEP 4: 0.1651 DIVIDED BY 3 = 0.0550

STEP 6:
GREATER OF ZERO (0) OR:
STEP 2: 0.0369 MINUS STEP 5: 0.0550 = -0.0181
GREATER = 0.0000

STEP 7:
FUND RATE CAP
STEP 1: 0.0133 DIVIDED BY (1 + STEP 6 = 1.0000) = 0.0133

The Adjustment for the Inventory Deduction was made in a previous year and is reflected above.

Miscellaneous Changes and

Approved Levy Increase

Pay 2008

Unit Number: 4350268

BELL MEMORIAL PUBLIC LIBRARY

Civil

1. MENTAL HEALTH IN COMM BUDGET	\$0	
Maximum Allowed Adjustment outside Max Levy		
TOTAL adjustment to Max Levy for Mental Health		
2. MENTAL RETARDATION	\$0	
Maximum Allowed Adjustment outside Max Levy		
TOTAL adjustment to Max Levy for Mental Retardation		\$0
3. CUM FUND OUTSIDE LEVY LIMIT		\$20,924
2007 PAY 2008 AV	\$157,321,848	
2008 Total Cum Rate	0.0133	
2008 C.C.D. Rate Qual	0.0133	
1984 Cum Levies		
4. SUPP JURORS FEES		\$0
5. LGTCB/DLGF Approved Levy Increase		\$0
TOTAL MISCELLANEOUS CHANGES		\$20,924

2008 CIVIL Max Levy Report

County Number 43

4350268 BELL MEMORIAL PUBLIC LIBRARY

FACTORED ADJUSTED TAX LEVY	160,789
2007 Pay 2008 Assessed Value	157,321,848

2007 Pay 2008 AV using pay 2007 Geographic Area	157,321,848
Annexation Factor =	1.0000
MAXIMUM FACTOR DUE TO ANNEXATION	
LESSER OF ABOVE TWO FACTORS:	1.0000
MULTIPLY FACTORED ADJUSTED TAX LEVY BY ANNEX FACTOR	160,789
SERVICES PROVIDED IN PRIOR YEAR	0
FACTORED ADJUSTED TAX LEVY INCREASED FOR SERVICES	160,789
GREATER OF FACTORED LEVY OR INCREASED LEVY	160,789
Subtract amount Determined Pursuant to PL 78-1987:	0
Subtract 2008 PTRC (if any)	0
2008 Operating LOIT (if any)	0
MAXIMUM LEVY LIMIT SUBTOTAL	160,789
LGTCB REC./S.T.B. APPROVED LEVY INCREASE	0
ADJUSTED MAXIMUM LEVY	160,789
ADJUSTMENT TO CORRECT ERROR AND/OR SHORTFALL	0
ADJ. MAX LEVY DUE TO ERROR CORRECTION AND/OR SHORTFALL	160,789

4350268

Department of Local Government Finance
2008 BUDGET REPORT FOR
BELL MEMORIAL PUBLIC LIBRARY

8/15/2008
10:48AM

UNIT APPROPRIATIONS SUMMARY

0101	GENERAL	294,638
0180	DEBT SERVICE	35,745
1220	LIBRARY CPF	29,000
TOTAL UNIT APPROPRIATIONS		<hr/> \$359,383

WORK IN PROGRESS

Fund Report
Pay 2008

FR 2

4350268 BELL MEMORIAL PUBLIC LIBRARY
WORK DRAFT

08/15/2008 10:47AM

FUND: 0101		FUND: 0180		FUND: 1220	
AV:	\$157,321,848	AV:	\$157,321,848	AV:	\$157,321,848
1. Budget Estimate	294,638		35,745		29,000
2. Expenditures J1-Dec	136,624		36,150		5,531
3. Add App J1 - Dec	0		0		0
4A. Temporary Loans	0		0		0
4B. Loans Not Pd 12/31	0		0		0
5. TOTAL EST EXP	431,262		71,895		34,531
6. Cash Balance 6/30	66,212		13,651		21,326
7. Dec Tax Collection	129,023		33,702		12,811
8A. Misc Rev Jan - Dec	49,894		2,849		1,010
8B. Misc Rev Total	101,534		2,861		2,265
9. TOTAL FUNDS	346,663		53,063		37,412
10. NET AMT REQ	84,599		18,832		(2,881)
11. Operating Balance	76,341		7,598		23,805
12. TOTAL (10+11)	160,940		26,430		20,924
13A. PTRC	0		0		0
13B. LOIT	0		0		0
14. NET AMNT TO RAI	160,940		26,430		20,924
15. Levy Excess	0		0		0
16. TAX LEVY	160,940		26,430		20,924
TAX RATE	0.1023		0.0168		0.0133

FUND		ASSESSED VALUE	RATE	LEVY	CNTRL
0101	GENERAL	157,321,848	0.1023	160,940	UT
0180	DEBT SERVICE	157,321,848	0.0168	26,430	0
1220	LIBRARY CPF	157,321,848	0.0133	20,924	UT
		TOTAL	0.1324	208,294	

UNIT

Normal Max Levy: \$160,789

Minus LOIT: 0

Minus Levy Excess: 0

Plus Fin Inst Tax: 201

Plus Misc Changes: 20,924

Working Max Levy: 181,914

CTL UT Working MAX 181,914 Under Max by 50

2008 Debt Service Worksheet

BELL MEMORIAL PUBLIC LIBRARY

4350268

Fund: 0180

Name of Issue	Line 2	Amount	Line 1	Amount	Line 11
	Due		Due		Due
Name of Issue					

WORKSHEET PREPARED BY _____

DLGF BUDGET PROGRAM
APPROPRIATIONS FOR YEAR ENDING
2008

FR 2

8/15/2008
10:47:20AM

Certified
Appropriations

4350268 BELL MEMORIAL PUBLIC LIBRARY
0180 DEBT SERVICE

Department Total

Fund Total

1220	LIBRARY CPF		
0000	NO DEPARTMENT		
10000	Personal Services		0
20000	Supplies		0
30000	Other Services & Charges		0
40000	Capital Outlay		29,000
		Department Total	29,000
		Fund Total	29,000

WORK IN PROGRESS

1782 Notice Notes Report
Pay 2008

FR2
08/15/2008
10:47AM

UNIT NUMBER 4350268

BELL MEMORIAL PUBLIC LIBRARY
County 43

0101 GENERAL	
Budget approved.	\$294,638
Statutory levy limit. Rate reduced.	

0180 DEBT SERVICE	
Budget approved.	\$35,745
Underestimate of misc revenue Rate reduced.	

1220 LIBRARY CPF	
Budget has been reduced and approved for the displayed amt.	\$29,000
Cum Rate reduced according to calculation described in IC 6-1.1-18.5-9.8	

1782 Notice Notes

**RESOLUTION TO TRANSFER LINE ITEMS WITHIN THE
LIBRARY OPERATING FUND**

Whereas, it has been shown that certain existing appropriations in the Library Operating Fund now need to be transferred from one category to another.

We, the Library Board of Bell Memorial Public Library do resolve that the following transfers be made within the Library Operating Fund:

Transfer from Other Services and Charges
Internet

Amount \$4,000

Transfer to Other Services and Charges
Professional Services (\$3,000)
Repairs and Maintenance (\$1,000)

Amount \$4,000

ADOPTED THIS 25th DAY OF AUGUST 2008

AYE

NAY

<u>Sandi Schaeffer</u>	_____
<u>Gregg Kiper</u>	_____
<u>Cal Wadsworth</u>	_____
<u>Roger Moriarty</u>	_____
<u>John D. [Signature]</u>	_____
<u>Richard [Signature]</u>	_____
_____	_____
_____	_____

ATTEST:

Jack R. Fisher
Secretary of Appropriating Body

**RESOLUTION TO TRANSFER LINE ITEMS WITHIN THE
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Amount \$4,000

Transfer to Other Services and Charges
Professional Services (\$3,000)
Repairs and Maintenance (\$1,000)

Amount \$4,000

ADOPTED THIS 25th DAY OF AUGUST 2008

AYE

NAY

<u>Sandi Schaeffer</u>	_____
<u>Gregory R. Ryan</u>	_____
<u>Calvin R. Smith</u>	_____
<u>Roger M. Murray</u>	_____
<u>John D. Smith</u>	_____
<u>Richard R. Smith</u>	_____
_____	_____
_____	_____

ATTEST:

Jack R. Fisher
Secretary of Appropriating Body

**RESOLUTION TO TRANSFER LINE ITEMS WITHIN THE
LIBRARY OPERATING FUND**

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Amount \$4,000

Transfer to Other Services and Charges
Professional Services (\$3,000)
Repairs and Maintenance (\$1,000)

Amount \$4,000

ADOPTED THIS 25th DAY OF AUGUST 2008

AYE

NAY

<u>Sandi Schaeffer</u>	_____
<u>Gregg Ryan</u>	_____
<u>Chad</u>	_____
<u>Roger Moriarty</u>	_____
<u>John</u>	_____
<u>Richard</u>	_____
_____	_____
_____	_____

ATTEST:

Jack L. Lahn
Secretary of Appropriating Body

September 11, 2008

Members Present: Cal Jackson, Dick Webb, Honey Kuhn, Sandi Schaeffer, Jill Gross, and Jack Fisher. Lorna Klein was also present.

Members Absent: Roger Moriarty

Cal Jackson, President, called the meeting to order at 6:30 p.m.

No patrons were present at the meeting.

Old Business:

Dick made a motion to adopt the budget for 2009. Honey seconded it. The motion carried unanimously.

Honey made a motion to accept the resolution, "We, the Board of Bell Memorial Public Library give Lorna Klein, Director, permission to borrow in the amount of \$100,000 from the Gift Fund, which will be placed into the Operating Fund. This is a temporary loan that will be paid back to the Gift fund by 31 December 2008. Jill Gross and Deb Hiers will manage the loan. Dick seconded the motion. The motion carried unanimously.

Lorna called Mike Armev about selling the old building. Whoever is interested in buying the old library, they need to write out their bid on paper with price and signature. Then, Lorna will have to advertise this price in the newspaper and wait a period of ? (Lorna will find out the length of time we have to wait) days to see if anyone else wants to bid.

New Business

Dick a motion to transfer \$1,000 from the internet line item to the maintenance and repairs line item. Jill seconded the motion. The motion carried unanimously.

The Board reviewed applications for librarian. The following persons were tabbed as top choices.

ANGELA ECK

ANTHONY SMITH

DARRYL SHROCK

KRYSTAL SMITH

ERIC TOMMERDAHL

TARA BRADLEY

KATHY WHETSTONE

The board members are to come with questions they want to ask interviewees to the next meeting.

Adjournment

Jill made a motion to adjourn the meeting at 7:40 p.m. Dick seconded the motion. The motion carried. The next meeting is September 11, at 6:30 p.m.

Date Approved: *September 29, 2009*

Secretary's Signature: *Jack R. Fisher*

1782 Notice

4350268 BELL MEMORIAL PUBLIC LIBRARY

NOTICE OF FINAL BUDGET RECOMMENDATIONS PURSUANT TO IC 6-1.1-17-16(d)

This financial statement sets out by fund the final information proposed for your taxing unit. It includes proposed revenue levy and budget adjustments that resulted from the application of final assessed values as certified by the county auditor.

The cumulative fund rates are capped based on the adjustments as required in IC 6-1.1-18.5-9.8(c). Printouts indicating other changes to miscellaneous revenue rate cap calculations etc. are attached when applicable.

Indiana code 6-1.1-17-16(d) now reads:

(d) Except as provided in IC 6-1.1-19 or IC 6-1.1-18.5 the Department of Local Government Finance may not increase a political subdivision's tax rate or tax levy to an amount which exceeds the amount originally fixed by the political subdivision. The Department of Local Government Finance shall give the political subdivision written notification specifying any revision reduction or increase the Department of Local Government Finance proposes in a political subdivision's tax levy or tax rate. The political subdivision has two (2) weeks from the date the political subdivision receives the notice to provide a written response to the Department of Local Government Finance's Indianapolis office specifying how to make the required reductions in the amount budgeted for each office or department. The Department of Local Government Finance shall make reductions as specified in the political subdivision's response if the response is provided as required by this subsection and sufficiently specifies all necessary reductions. The Department of Local Government Finance may make a revision reduction or increase in a political subdivision's budget only in the total amounts budgeted for each office or department within each of the major budget classifications prescribed by the state board of accounts.

It must be emphasized that units must respond within two calendar weeks (14 days) with requested changes as specified in IC 6-1.1-17-16(d). If you request adjustments a written response must be provided to the Indianapolis office of the Department of

Local Government Finance no later than **August 29, 2008**

No extensions will be granted. If no response is received these budgets rates and levies will be certified in the final budget order for your county.

Questions about this memorandum should be directed to the Budget Division of the Department of Local Government Finance at (317) 232-3773.

Check the
Appropriate box:

☒ No changes requested.

☐ Please make the following changes.

I acknowledge receipt of this notice:

Lorna Klein
Signature
Lorna Klein
Printed

Director
Title

(Attach sheet with details)

25 August 2008
Date

Unit Mailing Address:

Bell Memorial Public Library
P.O. Box 368
Mentone, IN 46539

Telephone: 574 353 7234

Fax: 574 353 1307

LKlein@Bell.lib.in.us

Please mail responses to: Department of Local Government Finance, Budget Division, N1058 Indiana Government Center North, 100 N. Senate Ave., Indianapolis, IN 46204
Responses may be faxed to 317-232-8779

September 29, 2008

Members Present: Cal Jackson, Dick Webb, Sandi Schaeffer, Jill Gross, and Jack Fisher. Lorna Klein was also present.

Members Absent: Roger Moriarty, Honey Kuhn,

Cal Jackson, President, called the meeting to order at 6:30 p.m.

Minutes of the ~~September 29~~ ^{August 11}, 2008 meeting were presented. Dick made a motion to approve the minutes as corrected and Sandi seconded the motion. The motion carried.

Old Business

A presentation was given by Perry Corporation, 134 E Collins Road, Fort Wayne, Indiana. It was about transferring materials to digital format. Scott Rizzo is the contact person. 1st step is to get the film digitized. These images can be indexed under the heading we decide on. How much you can index depends upon the condition of the microfiche images. Normally, one or two indexes are included in the initial cost. Additional indexes would cost us approximately \$2200. Perry Corp. would provide the software to run this process. The proposal was for \$22,235.60 plus \$1,839.60 for annual maintenance. (copy of proposal and grant with the minutes)

Lorna showed the old library two more times, but no offers have been forthcoming.

The cd was cashed and the new cd purchased. The money was put in the general fund.

The grant was sent for to the Esther Pfeleiderer Charitable Trust for the microfiche transfer. It totaled \$33,896.00. We would still be responsible for \$4,335.60.

The Day Care has requested that the tile to be cleaned. Elmer Miller will remove and re wax for \$230 for just the kitchen. The more he does, the price per sq. ft. would come down. Cal asked Lorna to look at the floor and let the Board know what needs to be done.

There was a problem with the water softener. We will start using the Crystal Clean and bill Day Care for half of the cost of the Crystal Clean.

The interviews for librarian are scheduled: Eric Tomerdahl, Oct. 2, 7:30 p.m., Daryl Shrock, Oct. 2, 6:00 p.m., Crystal Smith, Oct. 9, 6:00 p.m., Anthony Smith, Oct. 9, 7:30 p.m., Angela Eck, Oct. 11, 1:00 p.m.

Each person is to come with ten questions for the interviews on Thursday.

New Business

Lorna's Report

Lorna gave a report on a Library Federated System proposal if major changes are made ~~the~~ in the library system in Indiana.

The library will be closed on October 13 for personnel inservice at Camp LutherHaven.

An audit from the State of Indiana has been started. It should be finished by Wednesday or Thursday.

Lorna is going to advertise for an additional appropriation ~~to~~ to spend money we already have. She will get the paperwork ready for the next meeting.

Approval of Bills

Dick made a motion to approve the bills. Sandi seconded the motion. The motion carried.

Adjournment

Sandi made a motion to adjourn the meeting at 7:35 p.m. Dick seconded the motion. The motion carried. The next meeting is October 27, at 6:30 p.m.

Date Approved: ~~Sept~~ Oct. 27, 2008

Secretary's Signature: Jack R Fisher

October 27, 2008

Copy of Bd Minutes
for Book

Members Present: Cal Jackson, Dick Webb, Honey Kuhn, Roger Moriarty, Sai Fisher. Lorna Klein was also present.

ck

Members Absent:

Cal Jackson, President, called the meeting to order at 6:30 p.m.

No patrons were present at the meeting.

Minutes of the September 29, 2008, meeting ^{was} presented. Dick made a motion to approve the minutes as corrected and Honey seconded the motion. The motion carried.

Old Business:

The Day Care wants to clean and wax the floor. They would like the Board to pay for the cost of materials.

Roger made a motion to have Elmer ^{Miller} clean the floors in the Day Care. Dick seconded the motion. The motion carried. Lorna will get a quote for all the hard floors.

Lorna did not get the advertisement for an additional appropriation in the newspaper. She will have it for the November 24 meeting.

A copy of the audit has been placed with the minutes. There were no issues.

New Business

Lorna gave a report on the inservice held on October 13. She indicated that it was very worthwhile.

A motion was made by Sandi to transfer \$400 from Furniture & Equipment to Periodicals & Newspapers. Honey seconded the motion. The motion carried.

A motion was made by Dick to pay the bills. Honey seconded. The motion carried.


A motion was made by Honey to erect an outside antenna for the Senior television. Jill seconded the motion. The motion carried.

A motion was made by Roger to offer the position of Head Librarian to Anthony Smith for salary in the range of \$35,00 to 45,000 with the normal benefit package and the position begin mid November to December, 2008. Dick seconded the motion. The motion carried unanimously.

Adjournment

Dick made a motion to adjourn the meeting at 7:38 p.m. Jill seconded the motion. The motion carried. The next meeting is November 24, at 6:30 p.m.

Date Approved: Nov. 24, 2005

Secretary's Signature: 

October 27, 2008

Agenda

I. Call to order

- A. Welcome guests

II. Reading of Minutes- September 29, 2008

- A. Additions and corrections

III. Old Business

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

IV. New Business

- A. Lorna's Reports
 - 1. Lorna's calendar
 - 2. Additional reports
- B. Approval of Bills
- C.. Additional new business if necessary

V. Adjournment

Executive Session (7:30 PM) (IC 5-14-1.5-6.1)
New employee discussion

October 6, 2008

State Board of Accounts
302 Washington St., Room E418
Indianapolis, Indiana 46204-2765

In connection with your examination of the schedule of receipts, disbursements, and cash and investment balances of the Bell Memorial Public Library as of December 31, 2007, and for the two year period then ended, for the purpose of determining whether the cash transactions of the Bell Memorial Public Library for the years ended December 31, 2007 are based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts, we confirm, to the best of our knowledge and belief, the following representations made to you during your examination.

1. We are responsible for the schedule of receipts, disbursements, and cash and investment balances to present the cash transactions of the Bell Memorial Public Library, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.
2. We have made available to you all:
 - a. Financial records and related data and all relevant monitoring reports, if any, received from funding sources.
 - b. Minutes of meetings of the Library Board of Trustees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
3. There have been no:
 - a. Fraud or misappropriation of assets involving management or employees.
 - b. Communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices that could have an effect on the recording of cash transactions of the unit.
 - c. Shortages or irregularities which were discovered during the period ending December 31, 2007 which have not been disclosed to you.
 - d. Conflict of Interest situations, which were not disclosed through the Uniform Conflict of Interest Disclosure Statement.
4. We have no plans or intentions that may materially affect the carrying value or classification of assets, or fund balances.

5. There are no:
- a. Violations or possible violations of budget ordinances, or laws or regulations (including those pertaining to adopting and amending budgets, tax or debt limits, and any related debt covenants whose effects should be considered.
6. We are responsible for the Bell Memorial Public Library's compliance with laws and regulations applicable to it; and we have identified, and disclosed to you, all laws and regulations that have a direct and material effect on the determination of cash transactions. We have complied with all aspects of laws, regulations, and contractual agreements that have a material effect on the cash transactions of the unit.
7. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the notes or which would affect federal financial award programs, and we have not consulted a lawyer concerning litigation, claims, or assessments.
8. There are no material transactions that have not been properly recorded in the accounting records.
9. The Bell Memorial Public Library has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged.
10. No events have occurred subsequent to the examination period that would require adjustments to the cash transactions of the unit.

Signed:

Jonna Klein

Title:

Director

Date:

6 October 2008

Signed:

[Signature]

Title:

Treasurer

Date:

10/6/08

EXIT CONFERENCE
OFFICIALS' RESPONSE
Page 1 of 2

Unit Examined: Bell Memorial Public Library
Period Examined: January 1, 2006 to December 31, 2007
Date of Conference: October 6, 2008

In accordance with Indiana Code 5-11-5-1, management (Chief Disbursing Officer or the Chief Executive Officer of the unit examined) and those charged with governance (governing boards) are given the opportunity to respond to the comments contained in the report. Your response, if any, will be bound in and become a part of our report. We ask that you initial the option selected below, sign, and date this form. Unless you choose Option No. 2, your signature is not deemed to be a concurrence with our findings but merely acknowledges that you understand that you have a right to respond to the report. Please note that the report is a draft prepared by the Field Examiners and is subject to editing by department supervisors and board members.

If the audit was in compliance with OMB Circular A-133, a federal audit, the auditee is responsible for follow-up and corrective action on current year audit findings, if any. The auditee shall also submit a data collection form which states whether the audit was completed and provides information about the auditee, its Federal programs, and the results of the audit. The auditee may submit the corrective action plan to our office within ten (10) days of this date; however, we strongly recommend this be discussed with the officials prior to the exit conference so that the corrective action plan may be presented at the Exit Conference. These will then be incorporated within the Federal Reporting Package and forwarded to the federal clearinghouse.

Initial
Below

LK

OPTION NO. 1: We understand that the report does not contain audit comments and therefore a response on our part is not indicated or necessary. The exit conference statement in the report will be similar to the following:

The contents of this report were discussed on (insert date) with (insert name and title of those present). Our report disclosed no material items that warrant comment at this time.

OPTION NO. 2: We do not wish to make an official response to the report but we do wish to have a general statement included in the report that we concur with the comments. (If you wish to have specific language used, please modify or add to the following statement as desired). We understand that if we do not provide specific language, the exit conference statement in the report will be similar to the following:

The contents of this report were discussed on (insert date) with (insert name and titles of those present). The officials concurred with our findings.

OPTION NO. 3: We do not wish to make an official response to the report and do not wish to have any additional comments included as a response in the report. We understand that the exit conference statement in the report will be similar to the following:

The contents of this report were discussed on (insert date) with (insert name and titles of those present).

EXIT CONFERENCE
OFFICIALS' RESPONSE
Page 2 of 2

_____ OPTION NO. 4: We wish to file an official response to the results and comments in the

form of a letter to be bound in the report. We understand that if such response is not received by the State Board of Accounts within ten (10) days of this date, the State Board of Accounts cannot guarantee that the response will be included in the report. Such letter should be clearly marked "OFFICIAL RESPONSE" and sent to State Board of Accounts, 302 West Washington Street, Room E 418, Indianapolis, Indiana 46204-2765. If you make an official response under this option, the exit conference statement in the report will be similar to the following:

The contents of this report were discussed on (insert date) with (insert names and titles of those present). The official response has been made a part of this report and may be found on page (insert page or pages).

Signed:	<u><i>Jorna Klein</i></u>	_____
Title:	<u>Director</u>	_____
Signed:	<u><i>Debra A. Hui</i></u>	_____
Title:	<u>Bookkeeper</u>	_____
Signed:	<u><i>[Signature]</i></u>	_____
Title:	<u>Treasurer</u>	_____

NOTE TO EXAMINERS: FILE THIS FORM WITH THE REPORT AND A COPY WITH THE WORKING PAPERS

November 6, 2008, 2008

Members Present: Cal Jackson, Dick Webb, Honey Kuhn, Sandi Schaeffer, and Jack Fisher. Lorna Klein was also present.

Members Absent: Jill Gross, Roger Moriarty

Cal Jackson, President, called the meeting to order at 6:30 p.m.

No patrons were present at the meeting.

Old Business:

The board heard from Cal Jackson that Anthony Smith had accepted another position. Anthony was our first choice for Head Librarian.

New Business

Roger Moriarty Made a motion to offer the position of Head Librarian to Eric Tommerdahl with the normal benefit package and the position to begin mid November to December, 2008. The salary would range from \$35,000 to \$45,000. Dick Webb Seconded the motion. The motion carried.

Adjournment

Dick made a motion to adjourn the meeting at 7:30 p.m. Honey seconded the motion. The motion carried. The next meeting is November 24, at 6:30 p.m.

Date Approved: *November 6, 2008*

Secretary's Signature:



Bell Memorial Library

Board Meeting

November 24, 2008

Members Present: Cal Jackson, Dick Webb, Sandi Schaeffer, Honey Kuhn, and Jack Fisher. Lorna Klein was also present. *Roger Moriarty,*

Members Absent: Roger Moriarty, Jill Gross

Cal Jackson, President, called the meeting to order at 6:30 p.m.

Minutes of the October 27, 2008 meeting was presented. Dick made a motion to approve the minutes as corrected and Sandi seconded the motion. The motion carried.

Old Business

Elmer Miller was here to look at the floors for cleaning. A quote for the job is forthcoming.

Dick indicated that the television antenna is in the process of being completed.

Rex Yarian put in ceiling panels and moved some shelves to the Children's area. He fixed track lighting, checked exit lights, put in some shelving.

Quine came to check the thermostats and how they operate. Honey asked that a map be made that is color coded to show which areas of the library are controlled by the different thermostats.

Honey suggested that we see if the school corporation might be able to use the old library for educational services. Other suggestions were made as to what our options might be.

New Business

Dick made a motion to adjust video fines from \$2.00 to \$1.00. Sandi seconded the motion. The motion carried. This is a policy manual change and needs to be made on the original copy.

Sandi made a motion that all multimedia materials are due the second day after check-out and are due before 9:00 a.m. on that day. Dick seconded the motion. Motion carried.

Lorna's Report

Lorna presented her calendar for the month of December.

Lorna will present a letter of resignation on her retirement in January.

Library will be upgrading to Destiny 9. Our server is capable of handling this program with the addition of more memory according to ProInfo.

The library is still awaiting state monies. We are still solvent through December, 2008.

Honey made a motion to move \$3,000 from services and charges to repairs and maintenance. Roger seconded the motion. The motion carried.

Board members will have to come in to sign the additional appropriation resolution.

Approval of Bills

Dick made a motion to pay the bills. Roger seconded the motion. Motion carried.

Adjournment

Dick made a motion to adjourn the meeting at 7:10 p.m. Honey seconded the motion. The motion carried. The next meeting is December 28, at 6:30 p.m.

Date Approved: *Jan 26, 2009 JRT*

Secretary's Signature: *Jack R Fisher*

November 24, 2008

Agenda

I. Call to order

- A. Welcome guests

II. Reading of Minutes- October 27, 2008

- A. Additions and corrections

III. Old Business

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

IV. New Business

- A. Lorna's Reports
 - 1. Lorna's calendar
 - 2. Additional reports
- B. Approval of Bills
- C.. Additional new business if necessary

V. Adjournment

Executive Session (7:30 PM) (IC 5-14-1.5-6.1)

- New employee discussion



Kosciusko County

Office of the Auditor
Warsaw, Indiana 46580

*Board Minutes
Copy.
Goes with
Nov. 24, 2008
meeting.*

herry
Auditor

November 17, 2008

To: All Civil Taxing Units located in Kosciusko County

RE: County Council Review of 2009 Proposed Budgets

Enclosed you will find a copy of the Resolution passed by the Kosciusko County Council on November 13, 2008 regarding their review of all civil units proposed 2009 budgets.

Please note: the budget information presented by the civil units has been reviewed by the Kosciusko County Council and it was the recommendation of the Kosciusko County Council that the unit's budgets be at or under the 4% growth quotient. The enclosed resolution will also be forwarded to the DLGF for their records.

Thank you for your patience and cooperation as Council worked through this newly mandated review process.

If you have further questions regarding this matter, please feel free to contact me at 372-2328.

Respectfully,

Marsha McSherry

Marsha McSherry
Kosciusko County Auditor

MAM/ps

Enclosure

ORDINANCE NO. 08-1113-001 Budget
Budget Review

A Resolution for the Budget Review of All Civil Taxing Units within Kosciusko County.

WHEREAS, effective July 1, 2008, IC 6-1.1-17-3.5 requires all civil taxing units (exception: schools) that will impose property taxes due and payable in the ensuing year to submit budget information to the fiscal body of the county (council) for review;

WHEREAS, County Council is to review said budget information for all civil taxing units and;

WHEREAS, County Council is to issue a nonbinding recommendation to the civil taxing unit regarding the proposed or estimated tax rate or levy of proposed budget;

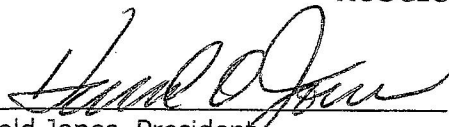
WHEREAS, those recommendations will be forwarded to the Department of Local Government Finance;


WHEREAS, the budget information presented by the civil units named on *Attachment A* has been reviewed by the Kosciusko County Council and it was the recommendation of the Kosciusko County Council that the unit's budgets be at or under the 4% growth quotient.

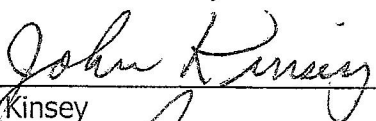
BE IT THEREFORE RESOLVED, by the Kosciusko County Council that in accordance with IC6-1.1-17-3.5 as established by the State of Indiana, effective July 1, 2008, said civil unit budgets are approved with a nonbinding recommendation and/or comments.

This resolution shall be effective beginning on the 13th day of November, 2008.

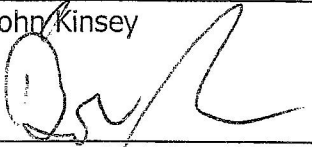
KOSCIUSKO COUNTY COUNCIL


Harold Jones, President


Tom Anglin, Vice President


John Kinsey


Charlene Knispel


Bob Sanders

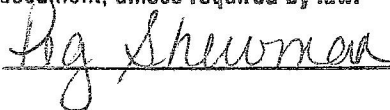

Brad Tandy


Larry Teghtmeyer

Attest:

I affirm, under the penalties for perjury,
that I have taken reasonable care to redact
each Social Security number in this
document, unless required by law.


Marsha McSherry, County Auditor



2008110555 ORDN \$13.00
11/17/2008 11:38:35A 2 PGS
Deborah A. Wright
Kosciusko County Recorder IN
Recorded as Presented

Attachment A

Clay Township
Etna Township
Franklin Township
Harrison Township
Jackson Township
Jefferson Township
Lake Township
Monroe Township
Plain Township
Prairie Township
Scott Township
Seward Township
Tippecanoe Township
Turkey Creek Township
VanBuren Township
Washington Township
Wayne Township

Nappanee Public Library
Milford Public Library
Pierceton Public Library
Syracuse Public Library
Warsaw Public Library
Bell Memorial Library
North Webster Library

Warsaw Civil City
Nappanee Civil City (Elkhart Co.)
Burket Civil Town
Claypool Civil Town
Etna Green Civil Town
Leesburg Civil Town
Mentone Civil Town
Milford Civil Town
North Webster Civil Town
Pierceton Civil Town
Sidney Civil Town
Silver Lake Civil Town
Syracuse Civil Town
Winona Lake Civil Town