

FIRE SYSTEM QUOTATION
COTTAGE WATCHMAN SECURITY SYSTEMS

Div of ERMCOATED PAPER INC.

000 0 000

RECEIVED, 12, 1992

Phone number 574-594-2685

Fax Number 574-594-5899

Enail

Website

Date: April 29, 2009

Job Number:

Name: ELL MEMORIAL PUBLIC LIBRARY

Address: 101 WEST MAIN ST - P.O. BOX 388

City, St., Zip: MONTGOMERY, AL 36102

Phone: 574-353-7234

Fax: 574-353-1307

Cell:

Enail:-

Attn: Kyotai Smith

Contractor:

for
Jack

We are pleased to submit the following quotation:

Equipment Description:

GE - NETWORX COMBINATION FIRE, SECURITY & COMM

TO MONITOR EXISTING FIRE ALARM SYSTEM TO A CENTRAL STATION

[illegible]

Note: This proposal maybe withdrawn by us if not accepted within
60 days

Authorized

Signature

Date _____

Acceptance of Proposal

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

The above prices, specifications and conditions are satisfactory Signature _____

accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

19 February 2009

Todd ESCO Communications

updated telephone automatic dialing log in case of fire

We have a n 82,000 dialer and it is outdated and not accepted by the state fire marshal. Dialer must now be at least a 411. Cost of new dialer will be 400-500 plus installation costs....The other problem that showed up when they tested in January....the child care door locks not tied into the fire alarm. HE will check to see what this costs...

4 weeks of vacation
28 days of sick leave

MM

50 days

BELL MEMORIAL PUBLIC LIBRARY
RECORD OF LIBRARY BOARD MEMBER ATTENDANCE
2009

NAME	12 JAN ²⁴	FEB.	MAR.	APR.	MAY	JUN.	JUL.	AUG.	SEPT.	OCT.	NOV.	DEC.
Cal Jackson, President	✓	✓				X	✓				✓	
Roger Moriarity, Vice Pres.	AB	✓				✓	✓			✓		
Jill Gross, Secretary	AB	✓				AB	✓			✓	✓	
Jack Fisher, Secretary	✓	✓				✓	✓			✓	✓	
Honey Kuhn	✓	✓				✓	✓			✓	✓	
Dick Webb	✓	✓				✓	✓			✓	✓	
Sandi Shaeffer	✓	✓				✓	✓			✓	✓	

January 13, 2009

Members Present: Cal Jackson, Dick Webb, Sandi Schaeffer, Honey Kuhn, and Jack Fisher.

Members Absent: Roger Moriarty, Jill Gross

Cal Jackson, President, called the meeting to order at 8:20 p.m.

No minutes were read at this meeting.

Old Business

New Business

Dick made a motion to offer a contract as Director of Bell Library to Krystal Smith starting February 1, 2009, with a wage package that includes: salary equal to the present Director (Lorna Klein), two weeks vacation, and personal/sick days and health/life insurance offered as stated in the Board Policy Manual. The motion was seconded by Honey Kuhn. Motion passed unanimously.

Sandi made a motion that Lorna's position as Director be terminated after two weeks of employment by the newly hired Director. Dick seconded the motion. The motion passed unanimously.

Adjournment

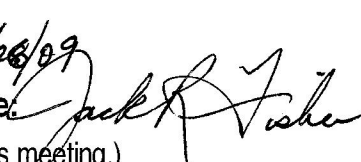
Jack made a motion to adjourn. Honey seconded the motion. Motion passed.

The meeting was adjourned at 8:25 p.m.

Date Approved: 1/26/09

Secretary's Signature:

(No audio recording of this meeting.)

A handwritten signature in black ink, appearing to read "Jack R. Fisher", is written over the "Secretary's Signature" line and extends slightly into the "Date Approved" line.

Jan. 26, 2009

Agenda

I. Call to order

- A. Welcome guests
- B. New board member

II. Reading of Minutes- Nov. 24, 2008

- A. Additions and corrections

III. Old Business

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

IV. New Business

- A. Election of officers for 2009
- B. Set meeting dates for 2009
- C. Lorna's Reports
 - 1. Lorna's calendar
- D. Approval of Bills
 - 1. Review of investments
- E. Additional new business if necessary

V. Adjournment

This agreement is entered into and shall become effective on the 16 day of February, 2008, by and between Bell Memorial Public Library (hereafter "BMPL") and Krystal Smith.

1. **Employment**---BMPL agrees to employ the services of Krystal Smith and Krystal Smith hereby accepts employment together with all the terms and conditions set forth herein as the Director of BMPL.
2. **Services and Duties**---Krystal Smith agrees that while employed by BMPL she shall devote her best energies in pursuit of all Director duties, as described by the job description in the policy manual. Krystal Smith agrees that she shall observe and conform to the policies and directions established by the Board of Trustees of BMPL, and that she will faithfully assume and perform all duties customarily performed by a Director.
3. **Compensation and Benefits**--- In consideration of the performance of all services required by BMPL, BMPL shall provide Krystal Smith a salary of \$39,187 annually which will be reviewed on an annual basis. Krystal Smith shall be entitled to all vacation, sick leave, holidays and employee benefits as described in the policy manual.
4. **Term of Employment**---Krystal Smith understands and agrees that she is employed for an indefinite period, but that termination of employment shall be based on BMPL Board of Trustees' determination of reasonable cause or pursuant to the notice provisions contained herein. Should Krystal Smith violate any of the provisions of this agreement, engage in any criminal activity, or engage in any activity which BMPL deems to be wrongful or detrimental to its public service, BMPL may, at its option and sole determination, terminate this agreement for cause. Separate and apart from termination for cause, this agreement may be terminated for any reason by Krystal Smith by providing thirty days written notice. Krystal Smith understands and agrees that she shall not receive continued compensation in the form of severance or notice if this agreement is terminated for cause or she voluntarily elects to terminate the agreement upon thirty days notice.
5. **Miscellaneous Provisions**---This agreement constitutes the sole and only agreement of the parties and supersedes any prior understandings or oral or written agreements between the parties respecting the subject matters contained herein. The parties further agree that any waiver of any part of this agreement shall not be a waiver of any other part of the whole, nor shall any waiver of a breach of this agreement in whole or in part constitute a waiver of any other or succeeding breach.

Executed this 26 day of Jan, ~~2008~~ 2009

Krystal Smith

Krystal Smith

Date

1-26-09

Cal Jackson

BMPL Board of Trustee President

Cal Jackson

Date

1-26-09

26 January 2009

Bell Memorial Public Library Board of Trustees

It has been my pleasure working with you since May, 1994. At this time, I am going to announce my retirement as of Thursday, 30 April 2009.

Thank you.

A handwritten signature in cursive script that reads "Lorna Klein". The signature is written in dark ink and is positioned below the "Thank you." text.

Lorna Klein

READ EVERY DAY FOR LIFE

Feb. 23, 2009

Agenda

I. Call to order

- A. Welcome guests
- B. New Director

II. Reading of Minutes- Jan. 26, 2009

- A. Additions and corrections

III. Old Business

- A. General building items
 - 1. General repairs
- B. Review suggested Policy changes from staff
- C. Additional old business, if necessary

IV. New Business

- A. Capital Projects discussion
 - 1. Timetable and deadlines
- B. Discussion on transition and staff scheduling (if necessary)
- C. Lorna's Reports
- D. Krystal's Reports
- E. Review and approval of bills
- F. Additional new business if necessary

V. Adjournment

January 28, 2009

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

Members Absent: Jill Gross

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

Minutes of the November 24, 2008 meeting were presented. Dick made a motion to approve the minutes as corrected and Sandi seconded the motion. The motion carried.

Minutes of the January 13, 2009, meeting were presented. Dick made a motion to approve the minutes, and Honey seconded the motion. The motion carried.

Old Business

Krystal can begin work on February 16, 2009. Cal gave Krystal a copy of the contract with the details for employment. Cal had met with Lorna to explain how the Board would like the transition to go. Lorna presented her position on what she would like to see happen. She presented a letter (copy with the minutes) that stated she was requesting that her retirement begin on Thursday, April 30, 2009. Roger asked for the difference between Jean's salary and Lorna's salary, and that is about \$8.00 per hour. The Board will take this under advisement, and an Executive Session will be held during February to discuss this matter.

There is an issue with water in the utility room. The wall is wet behind the washing machine. Dick brought up that we do not have access to the Day Care rooms, and we need it in cases like this where entrance after hours may be needed.

Cold air has been blowing from the ducts from 11:00 to 1:00. Lorna found out that the Day Care is running the air conditioner during this time. Cal will address this with members of their Board of Directors. He will also ask about their utilities.

Snow removal has been good. Lorna brought up about purchasing a small snow blower.

The floor in the Day Care was cleaned, and we received a thank you note from the Day Care staff.

Our additional appropriations request was approved by the State.

Lorna updated the Policy Manual on the fines and return policy that was approved. The disk for the policy manual needs to be updated. Jack requested a disk for his records and a disk needs to be placed off-site in a safe place.

We did not get the grant for digitalization of materials.

New Business

We received our December disbursement check for \$80,209.54. The money has been put back into certificates of deposit.

Election of officers for this year needs to be completed. Dick made a motion to nominate the existing officers. Honey seconded the motion. Cal would be president; Roger, vice president; Jill, treasurer; and Jack, secretary. The motion passed unanimously.

Roger made a motion to hold Board meetings on the last Monday of each month except May (Memorial Day). Honey seconded the motion. Motion carried unanimously.

Sandi made a motion to hold an Executive Session on Tuesday, February 3, 2009, at 6:00 p.m. Dick seconded the motion. The motion carried unanimously.

Lorna presented a policy change for computer usage presented by the staff. It states:

"Patrons may sign in for half-hour sessions. Patrons may use computer as often as they like, unless there is a waiting list. Sessions longer than thirty minutes are allowed when no one is waiting to use computers." The Board will take this matter under advisement.

Dick has been reappointed by the Kosciusko County to serve until 2012.

Lorna's Report

The library has been filling out unemployment applications on computers. Two additional computers will be added.

Lorna gave update on activities that will be taking place in coming months.

Approval of Bills

A discussion was held on investments for the coming year. We will continue to place investment funds in certificates of deposit. Jill has checked with local banks on rates and length of investment.

Honey made a motion to pay the bills. Dick seconded the motion. The motion carried unanimously.

Adjournment

Dick made a motion to adjourn the meeting at 7:45 p.m. Roger seconded the motion. The motion carried. The next meeting is February 23, at 6:30 p.m.

Date Approved: February 23, 2009

Secretary's Signature: 

Timeline for 2010-2012 BELL MEMORIAL PUBLIC LIBRARY (LCP Plan)
LIBRARY CAPITAL PROJECTS PLAN

February 18, 2009

Preparation and plan Bell's LCP PLAN for 2010-2012

February 23, 2009

Present timeline to BMPL Board of Trustees

March 9, 2009

Latest date to take LCP Plan to Warsaw Times-Union and post 3 places

March 30, 2009

BMPL Board of trustees adopt plan

After March 31, 2009 and before April 15, 2009

Submit adopted plan to auditor and get confirmation signature for Kos
County Council to review and adopt

Deliver to Warsaw Times-Union for publication

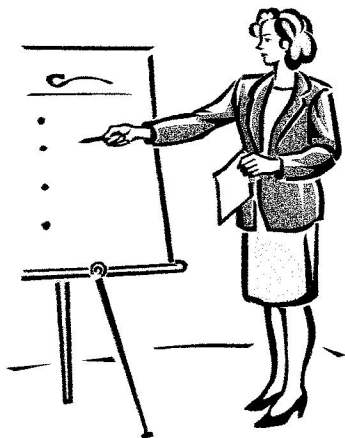
Post 3 places adopted plan

May 14

Kosciusko County Council meets to adopt/ or not adopt plan

LCP Plan must be adopted by 15 May 2009

2008 Annual Report Highlights



2008 Operating Budget	\$294,638
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Operating Budget money received	281,385
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Operating expenditures	257,205
------------------------	---------

Not spent	<u>24,180</u>
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Total number of books	39,964
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Total number of videos	6,237
------------------------	-------

Total number of audio Materials	1,676
------------------------------------	-------

2008 total circulation 192,837

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~~

2,969

all materials
45,439

March 30, 2009

Agenda

I. Call to order (6:30 P.M.)

- A. Welcome guests

II. Reading of Minutes- February 23, 2009

- A. Additions and corrections

III. Capital Projects Plan

- A. Public Hearing
- B. Resolution to Adopt LCPF

IV. Old Business

- A. General building items if any
- B. Policy changes discussion
- C. Mentone Daycare
- D. Additional old business, if necessary

V. New Business

- A. Director's Reports
- B. Approval of Bills
- C. Additional new business if necessary

IV. Adjournment

February 23, 2009

Members Present: Dick Webb, Sandi Schaeffer, Honey Kuhn, Roger Moriarty, Jill Gross, and Jack Fisher. Lorna Klein and Krystal Smith were also present.

Members Absent: Cal Jackson

Roger Moriarty opened the meeting at 6:20 p.m. Jack read the minutes of the January 28, 2009, meeting. Dick made a motion to approve the minutes as read. Sandi seconded the motion. The motion carried.

Old Business

Rex came for the leak in Day Care. There was no wetness, but he wants to check the flashing. Dick will come and take a look at the situation.

No report on the key situation with Day Care and the air conditioner because of Cal's absence.

Jack asked for information on how much the Day Care owes the library for the next meeting.

Jack will make the disk of the policy manual.

Krystal says the copier made 34,991 color copies and 83,580 black/white copies.

Todd from ESCO updated the dialer for fire alarm. A new dialer was needed because of state fire code. Also doors in Day Care are not tied to the fire alarm. We will wait for an estimate of the costs. Krystal will provide.

The contacts were changed to Krystal and Deb for fire alarm system.

Discussion was held on the policy presented by Lorna last month. More information is needed. We will bring this before the Board at the next meeting.

After Cal and Roger met with Lorna, it was decided that she will be on payroll until May 1, 2009. She has 4 weeks vacation, 28 sick days, and 2 personal days. Lorna agreed with these figures. (see attached.)

New Business

Capital Projects discussion was held. (see attached list.) The plan is complete. It must be to Warsaw Times-Union by March 9, 2009. Krystal will attend the Kos. County Council meeting on May 14, 2009.

Staff scheduling is going well according to Krystal.

A new nonresident fee has been established, and the amount went down from \$ 73.90 to \$69.83. Dick made a motion to accept the new nonresident fee of \$69.93. Honey seconded the motion. The motion carried unanimously.

Lorna's Report

2008 Annual Report (copy attached)

ebooks were discussed. Krystal will give a report on next meeting.

Email has been set up for Krystal, and criminal police report has not returned yet. Krystal will change her certification with the State. Also, Krystal had an interview with Ann Allen for a newspaper article.

Krystal's email is ksmith@bell.lib.in.us

Approval of Bills

Dick made a motion to pay the bills. Honey seconded the motion. The motion carried unanimously.

We received a check for \$1,542.04 which represented extra money from COIT. It went into the Rainy Day Fund. The balance is now \$8,784.83.

Adjournment

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

Date Approved:

Secretary's Signature:

RESOLUTION TO ADOPT LIBRARY CAPTIAL 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 30, 2009 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 2010-2012 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 30, 2009

AYE

NAY

Sandra Schaeffer
Cal Jackson
Joe Russo
Richard H. H.
Jack R. Fisher

ATTEST:

Jack R. Fisher
Secretary of the Board

OLD BUSINESS

Building items

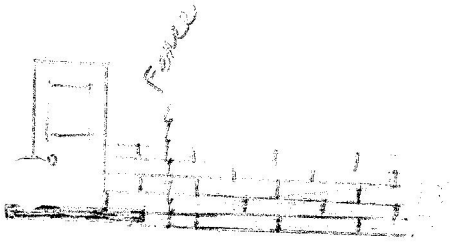
Mentone Day Care

Leaks—After inspecting the ceiling tiles above the windows and door on the South side of the building,

Rex thinks the leaks are coming from the roof, not the windows.

He needs to check the roof to be certain.

Water under the back door on the south could be because the grade from street to the door, east to west, goes down hill about 3 cement blocks high, directly to the cement stoop in front of the door.



West door—high wind sends rain under the door—low threshold. Rubber stripping would be a temporary solution. Permanent solution would be to lower the cement stoop or remove the present one and replace with a lower-level slab.

Circulation ceiling tile

Rex believes that using a sealer first, then painting the tile would have good results rather than replacing the tile—cost savings, too.

Mentone Day Care - Past Due Expenses

<i>Water</i>	Day Care shares 22%	
	Total Rate	Day Care - \$\$ owes
OCT 2008	111.47	24.52
NOV 2008	128.55	28.28
DEC 2008	128.55	28.28
JAN 2009	128.55	28.28
FEB 2009	111.47	24.52
MAR 2009	111.47	24.52
		158.40

<i>NIPSCO</i>	Day Care shares 22%	
	Total Rate	Day Care - \$\$ owes
OCT 2008	1192.93	262.44
NOV 2008	1372.90	302.04
DEC 2008	1610.10	354.22
JAN 2009	2103.04	462.67
FEB 2009	2726.00	599.72
MAR 2009	2410.16	530.24
		2511.33

<i>Culligan salt</i>	Day Care shares 50%	
	Total Rate	Day Care - \$\$ owes
OCT 2008	71.88	35.94
NOV 2008	119.80	59.90
DEC 2008	119.80	59.90
JAN 2009	53.91	26.96
FEB 2009	90.16	45.08
		227.78

\$ 2897.51

669-30

554

322

390

442

517

* 2,897-5

Mentone Day Care

574-353-7234

Water Salt

oct 2008

Mentone DAYCARE

MAKE CHECKS PAYABLE TO:
Bell Memorial Public Library

Bell Memorial Public Library
P.O. Box 368
Mentone, In. 46539
574-353-7234

NIPSCO
Water
Water Salt

NOV 2008

Mentone DAYCARE

DATE	SERVICE DESCRIPTION	Percent	RATE	AMOUNT
	Water	22%	128.55	28.28
	Nipsco	22%	1372.90	302.04
	Culligan water salt	50%	119.80	59.90
	BALANCE			\$390.22
				TOTAL DUE

MAKE CHECKS PAYABLE TO:
Bell Memorial Public Library

Bell Memorial Public Library
P.O. Box 368
Mentone, In. 46539
574-353-7234

NIPSCO
Water
Water Salt

Dec 2008

Mentone DAYCARE

DATE	SERVICE DESCRIPTION	Percent	RATE	AMOUNT
	Water	22%	128.55	28.28
	Nipsco	22%	1610.10	354.22
	Culligan water salt	50%	119.80	59.90
	BALANCE			\$442.40
				TOTAL DUE

MAKE CHECKS PAYABLE TO:
Bell Memorial Public Library

Bell Memorial Public Library
P.O. Box 368
Mentone, In. 46539
574-353-7234

NIPSCO
Water
Water Salt

Jan 2009

Mentone DAYCARE

DATE	SERVICE DESCRIPTION	Percent	RATE	AMOUNT
	Water	22%	128.55	28.28
	Nipsco	22%	2103.04	462.67
	Culligan water salt	50%	53.91	26.96
	BALANCE			\$517.90
				TOTAL DUE

MAKE CHECKS PAYABLE TO:
Bell Memorial Public Library

574-353-7234

Water Salt

Mentone DAYCARE

Bell Memorial Public Library

Bell Memorial Public Library
P.O. Box 368
Mentone, In. 46539
574-353-7234

SERVICE FOR:
NIPSCO
Water
Water Salt

March 2009

BILL TO:
Mentone DAYCARE

DATE	SERVICE DESCRIPTION	Percent	RATE	AMOUNT
	Water	22%	111.47	24.52
	Nipsco	22%	2410.16	530.24
		50%		0.00
	BALANCE			
				\$554.76
				TOTAL DUE

MAKE CHECKS PAYABLE TO:
Bell Memorial Public Library

New Business

National Library Week – Worlds Connect @ Your Library

April 12-19 (Sunday – Saturday)

CAN YOUR FINES!

A staff member suggested that we ought to have an amnesty week for our own version of the stimulus package, which would not only help patrons, but also help stock the food pantry.

Suggestion: 1 food item = up to \$5 erased from record

Items NOT accepted:

Past expiration date, dented cans, torn
boxes, opened containers, labels removed

Theme: You "Can" Connect @ Bell Memorial Public Library

New Business

District 1 conference

Tuesday, April 28

Michigan City—Clarion Inn

6 staff members, including myself would like to attend

Asking for the library to be closed the entire day, and to pay for the registration and related expenses.

Institutional membership does NOT allow employees to attend conferences at reduced rates, unless each staff member has a personal membership.

Conference w/ lunch = \$50 each, non-members

Conference w/ lunch = \$40 each, members

Conference w/ lunch off-site = \$30 each, non-members

Conference w/ lunch off-site = \$20 each, members

Restaurant choices within walking or short driving distance are:
Bob Evans, IHop, Red Lobster, Applebee's, Texas Corral

Cost would include mileage. Approx. 70 miles one way.
1 vehicle = \$55 total

Director's Report

March 16 Town Hall Meeting in Warsaw
Discussion on Indiana Senate defeating HB 348

March 19 LEU workshop at Akron PL—advanced Google searching
Conducted by Northern Central Indiana rep from ISL,
Jessica Jacko

State Library Certification standards

Each staff member @ BMPL is certified:

Director=100 LEUs within 5 years

Staff=50 LEUs within 5 years

To maintain the Library's compliance with State standards all staff who are certified must remain certified by earning Library Education Units

If any staff member does not comply within the 5 years, the Library would be deemed as not meeting standards.

No state or federal funding.

This summer Jessica is willing to come to BMPL and conduct workshops that qualify for LEUs. Most are 2-hours, each workshop offers 2 LEUs.

Advantages: all staff have the opportunity to get their LEUs locally with little or no driving. We have 8 computers available for hands-on practice sessions.

When the dates are determined, I will ask to close for these workshops—may be half/day or all day.

March—April 2009
What's Happening!

- March 5 ProInfo—monthly service check
- March 6 Partners in Education with Kim Eiser's 1st Grade—*The mitten*
- March 16 Town Hall Meeting @ Warsaw Public Library 🌞
- March 17 Book Buddies program
Friends of the Library meeting 🌞
- March 19 Indiana State Library Workshop on Google searching 🌞
Held at Akron-Henry Township Public Library
- March 30 BMPL Board of Trustees meeting
- April 1 Mark Twain performance @ Warsaw HS, 6:30 pm
- April 2 ProInfo—monthly service check
- April 3 Libraries Sharing Communities (Book Buddies) @ Topeka PL
- April 8 ISL workshop about Allocating space to meet changing needs
All-day at FCPL in Rochester (I will either take a vacation day
or work Saturday)
- April 12-18 National Library Week 🌞
- April 16 ISL workshop at Akron PL
- April 21 Book Buddies
- April 24 Partners in Education—*If you give a Cat a Cupcake*
- April 27 BMPL Board of Trustees meeting
- April 28 ILF District 1 Conference in Michigan City 🌞

🌞 = will report in more detail

Attached
2009

April 27, 2009

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

Members Absent: Roger Moriarty. No patrons were present at the meeting.

Old Business

A. General Building Items Frank Rhoades of Cottage Watchman Security Systems was present to talk about the security panel for fire alarm system. He presented a quote on equipment. Jill made a motion to accept Cottage Watchman Security Systems fire systems quote for \$448.95 plus annual fee of \$300 for monitoring the system. Dick second the motion. The motion carried unanimously.

B. Capital Projects Plan Crystal and Jack attended the County Council meeting and our plan was approved.

C. Day Care Board discussed what is happening with Day Care, and the Town Board will need to act on any change in the use of facilities.

D. Old Library Building – There has been interest in the building. Krystal will talk with Charley Pride to make sure we are in a position to take any reasonable offer.

Employee Performance Review Krystal is still working on getting reviews completed. She will get copies of reviews to Board members.

New Business

A. Director's Report – Krystal showed a brochure for Summer Reading Program. Krystal received quote on insurance from Boggs and Nelson (Chesterfield). Krystal presented a 2010 Budget Timeline for Board information. Dick will get a new clip to keep the flag on the rope. Cal asked if Kline had checked our heating and cooling system. Jack brought up a donation of a display case by Dan and Bonnie Kramer. The Board was receptive to this donation.

Sandi made a motion to close the library for one hour during the parade for Mentone Days. Dick seconded the motion. The motion carried unanimously.

B. Approval of Bills Jill made a motion to approve the payment of bills. Sandi seconded the motion. The motion carried unanimously.

C. Additional New Business -

Honey made a motion to pay the bills. Sandi seconded the motion. The motion carried unanimously.

Adjournment

Dick made a motion to adjourn the meeting at 8:05 p.m. Honey seconded the motion. The motion carried. The next meeting is June 29, 2009, at 6:30 p.m.

Date Approved:

Secretary's Signature:

June 29, 2009

Members Present: Cal Jackson, Honey Kuhn, Sandi Schaeffer, Roger Moriarty, Dick Webb, and Jack Fisher. Krystal Smith, Director was also present.

Members Absent:.. Jill Gross. No patrons were present at the meeting.

Minutes of May 26, 2009, Board Meeting were read and approved.

Old Business

A. General Building Items

The amendment was accepted by the State of Indiana for our change in the grant that changes the area that was used by Day Care to the Senior Citizens' group for their use.

Krystal gave a list for checking of Fire Equipment and Building Service. (~~Copy attached~~).

Dick made a motion to accept the contract for yearly service for the heating and cooling units for \$680.00. Sandi seconded the motion. The motion passed unanimously. (Quine)

There was a question about cooling between the Senior area and Deb 's office. Krystal will check with Quine.

B. Selling of Old Library

Krystal gave an update on the situation with the old library. We need to advertise the sale again. Honey made a motion to go through the procedure of public notification of sealed bids for the selling of the old library and acquiring the appropriate appraisals. Dick seconded the motion. The motion passed unanimously.

C. Additional Items

Roger made a motion to accept the library capital project budget, operating budget, and the debt budget for 2010. Dick seconded the motion. The motion passed unanimously.

The Board members signed the paperwork for P.E.R.F. again.

New Business

A. Employee Salary Evaluations

Krystal presented written Performance Evaluations for employees. Jack made a motion to give a 3% raise to employees as presented by our Director, Krystal. Roger seconded a motion. The motion passed 5 to 1. (~~Copy attached~~).

Dick made a motion to give a 3% raise to our Director, Krystal Smith. Honey seconded the motion. The motion passed unanimously.

A. Director's Report

B. Approval of Bills

Sandi made a motion to approve the payment of bills. Honey seconded. Motion passed unanimously.

C. Additional New Business

Adjournment

Dick made a motion to adjourn the meeting at 8:35 p.m. Roger seconded the motion. The motion carried. The next meeting is July 27, 2009, at 6:30 p.m.

Date Approved:

July 27, 2009

Secretary's Signature:

Jack D. Fisher

June 29, 2009

Agenda

I. Call to order

- A. Welcome guests

II. Reading of Minutes- May 26, 2009

- A. Additions and corrections

III. Old Business

- A. General building items if any
- B. Selling of old library discussion
- C. Daycare update and discussion
- D. Additional old business, if necessary

IV. New Business

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

V. Adjournment

Fire Equipment & Building Service

May 2004	ESCO	Check Smoke Detectors-every 2 years
May 2006	Shambaugh	tested Sprinkler System
June 2006	ESCO	Dial-in Inspection
May 2008	Shambaugh Shambaugh	Backflow prevention test & Maintenance report Annual inspection—Sprinkler system (\$304.58)
July 2008	T.J. DuBois	Checks fire extinguishers (twice yearly) \$74.00/visit
July 2008	ESCO	Annual fire alarm and Life Safety System inspection (\$550.17)
July 2009	T.J. DeBois	Checked fire extinguishers

Notes: ESCO does not do Wet Sprinkler System/Backflow--Shambaugh does this



Comfort You Can Count On!

**COMMERCIAL
PRECISION TUNE-UP**
SERVICE AGREEMENT PRICING
APPLICATION

System Code	Equipment Description	NUMBER OF UNITS	COST PER UNIT			TOTAL COST PER VISIT
			1 TO 3	4 TO 7	8 +	
HVACRT	HVAC ROOFTOP UNITS	5	\$75	\$60	\$45	300
EXH	EXHAUST UNITS	4	\$30	\$25	\$20	100
WIC	WALK IN COOLER		\$60	\$50	\$40	
WIF	WALK IN FREEZER		\$60	\$50	\$40	
RIC	REACH IN COOLER		\$55	\$45	\$35	
RIF	REACH IN FREEZER		\$55	\$45	\$35	
PRPT	PREP TABLE		\$55	\$45	\$35	
MUT	MAKE-UP TABLE		\$55	\$45	\$35	
IM	ICE MACHINE SELF CONTAINED		\$70	\$60	\$50	
IM/R	ICE MACHINE REMOTE		\$75	\$65	\$55	
WATER HEATERS						
GW/F	GAS WATER HEATER W/FURNACE		\$52	\$42	\$32	
EW/F	ELECT. WATER HEATER W/FURNACE		\$25	\$20	\$15	
ACCESSORIES						

EMP Package Travel 0 - 10 miles
EMP Package Travel 11 - 20 miles
EMP Package Travel 21 - 50 miles

NO TRIP FEE
\$ 25.00 Trip fee
\$ 40.00 Trip fee

One time set-up fee \$25.00
One time set-up fee \$25.00
One time set-up fee \$25.00

TOTAL COST PER VISIT	\$400.00
SET-UP FEE	\$0.00
# OF VISITS (This Location)	2
Total Cost	\$800.00
15% Discount	\$120.00
TOTAL AMOUNT DUE	\$680.00

Customer Name: Bell Memorial Library
Billing Address: PO Box 368
Mentone, IN 46539
Contact Name: Krystal Smith

Date 6/19/2009

Contact Ph: 574-353-1307

Customer Signature _____

Brent Freeman
Company Representative

Price is derived by the number of units being serviced as outlined in contract
Belts are billed in addition to the above pricing.
Repairs will be made at the time of service. Materials and Labor will be billed seperately
EMP set-up fee is for chemicals, PM report, and contract administration costs

July 27, 2009

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

Members Absent: None.

Robert and Linda Hudson present.

Minutes of June 26, 2009, Board Meeting were read and approved as corrected.

Old Business

A. Selling of Old Library

Robert Hudson talked about his interest in the old library. Cal went through the procedure again for selling the library. Dick made a motion to accept Linda Hudson's bid for the old library. Honey seconded the motion. The motion passed unanimously. The next step is for advertisement again in the newspaper. Krystal will deliver it as soon as possible. A meeting has been set for August 10, 2009, at 6:30 p.m. Dick made a motion to have Krystal continue the process of selling the old library including all of the steps involved. Roger seconded the motion. The motion passed unanimously.

B. General Building Items

Krystal indicated that Frank Rhoades will submit a quote for service to maintain for smoke detectors.

Dick would like to meet with Quine to go over the air conditioning situation. Some areas are cold and some are hot.

C. Additional Items

Cal asked for a letter stating the change in the grant for the Day Care. Jill will get it.

New Business

A. 2010 Budget

Krystal gave a new timeline for the budget. (See attached copies.)

B. Director's Report

Krystal gave an update on the budget process, an invitation to house materials for some group, and permission to close the library for staff development and cleaning on August 14.

Jill made a motion to close the library on August 14, 2009 for staff development and cleaning. Dick seconded the motion. The motion passed unanimously.

Krystal indicated she will continue to look into outdoor signs.

B. Approval of Bills

Sandi made a motion to approve the payment of bills. Roger seconded. Motion passed unanimously.

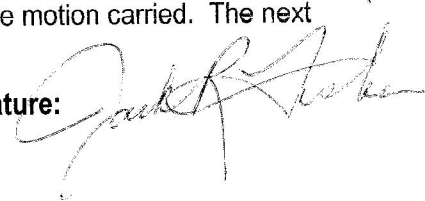
C. Additional New Business

Adjournment

Jack made a motion to adjourn the meeting at 7:45 p.m. Roger seconded the motion. The motion carried. The next meeting is August 10, 2009, at 6:30 p.m. and August 31, 2009.

Date Approved: *Aug 10, 2009*

Secretary's Signature:



July 27, 2009

Agenda

I. Call to order: 6:30 PM

- A. Welcome guests

II. Reading of Minutes- June 29, 2009

- A. Additions and corrections

III. Old Business

- A. General building items if any
- B. Selling of old library -Opening of Bids
- C. Daycare update and discussion
- D. Additional old business, if necessary

IV. New Business

- A. 2010 Budget
- B. Krystal's Reports
- C. Approval of Bills
- D. Additional new business if necessary

V. Adjournment

Bell Memorial Public Library

2010 Budget Timeline

July 27	Library Board signs Form 3
July 28	Deliver Form 3 to newspaper; take budget to County Council
Aug. 5	1 st publication in newspaper
Aug. 12	2 nd publication in newspaper
Aug. 31	Library Board Meeting @ 6:30 PM Public hearing on Budget
Sept. 10	County Council meets for Budget review
Sept. 28	Library Board Meeting @ 6:30 PM Adoption of Budget

What's Happening in August 2010

- | | |
|---------|--|
| Aug. 7 | LSC Consortium meeting @ Garrett PL |
| Aug. 10 | TVSC Freshman Extravaganza |
| Aug. 17 | Cataract Surgery on right eye |
| Aug. 18 | Personal Day |
| Aug. 20 | LSC-Literacy Committee meeting
at Columbia City, 2 PM |
| Aug. 30 | CYPD Conference in Indy
I will attend Sunday only |
| Aug. 31 | Library Board Meeting @ 6:30 PM |
-

NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX LEVIES

In the matter of determining the tax rates for certain purposes by the Library Board of Bell Memorial Public Library,
Kosciusko County, Indiana. Notice is hereby given to taxpayers of Bell Memorial Public Library,
that the proper officers of said Library will conduct a public hearing at 101 West Main St.
on the 2010 budget at 6:30 PM on August 31, 2009. Following this meeting, any ten or more
taxpayers may object to a budget, tax rate or tax levy by filing an objecting petition with the proper officers of the political
subdivision, within seven days after the hearing. The objecting petition must identify the provisions of the budget, tax rate or
tax levy that taxpayers object to. If a petition is filed, the political subdivision shall adopt with its budget a finding concerning
the objections filed and testimony presented. Following this aforementioned hearing, the Library Board will meet at
101 W. Main St. on September 28, 2009, at 6:30 PM to adopt the following budget:

Net Assessed Valuation 123,616,000

BUDGET ESTIMATE AND TAX LEVIES

1	2	3	4	5
Fund Name	Budget Estimate	Maximum Estimated Funds to be raised (Including appeals and levies exempt from maximum levy limitations	Excessive Levy Appeals (Included in Column 3)	Current Tax Levy
General Fund	314,057	184,000	0	171,551
Debt Service Fund	35,145	30,994	xxxxxxxxxxxx	32,690
Library CPF Fund	25,000	14,103	xxxxxxxxxxxx	17,581
Fund	0	0	xxxxxxxxxxxx	0
Fund	0	0	xxxxxxxxxxxx	0
Fund	0	0	xxxxxxxxxxxx	0
Fund	0	0	xxxxxxxxxxxx	0
Totals	374,202	229,097	0	221,822

The 2010 estimated maximum levy limitation for this unit is 196,136.
The Property Tax Replacement Credit used to reduce the rate for this unit is 0.
Taxpayers appearing at the hearing shall have an opportunity to be heard.

President of Library Board

Secretary of Library Board

Treasurer of Library Board

Dated July 27, 2009

Kosciusko County
County Council Property Tax Budget Review Form

Budget Year 2010

Comparison of the current year property tax levy to the proposed property tax levy.

2008 Pay	2009 Pay
2009	2010
4.00%	3.80%

State Average Growth Quotient:

County Growth Quotient:

Unit Type: Library
Unit Name: Bell Memorial Public Library
Unit Code: 4350268

Fund Code	Fund Name	CASH BALANCES		BUDGET				LEVY			
		A Fund Balance 6-30-2008	Fund Balance 6-30-2009	B 2009 Certified Budget	C 2010 Unit Proposed Budget	D % Change, 2009-2010	E Difference - County Growth Quotient	H 2010 Unit Proposed Levy	I % Change, 2009-2010	J Difference - County Growth Quotient	K 2010 County Approved Levy
0101	General	\$52,615	\$175,282	\$302,593	\$314,057	3.79%	3.79%	\$184,000	7.26%	7.26%	
0180	Debt Service	\$3,582	\$23,228	\$34,970	\$35,145	0.50%	0.50%	\$30,994	-5.19%	-5.19%	
1220	Library CPF	\$20,171	\$29,927	\$29,000	\$25,000	-13.79%	-13.79%	\$14,103	-19.78%	-19.78%	
		\$-	\$-	\$-	\$-			\$-			
		\$-	\$-	\$-	\$-			\$-			
		\$-	\$-	\$-	\$-			\$-			
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		\$-	\$-	\$-	\$-			\$-			
		\$-	\$-	\$-	\$-			\$-			
		\$-	\$-	\$-	\$-			\$-			
9999	TOTAL	\$76,368	\$228,437	\$366,563	\$374,202	2.08%	2.08%	\$229,097	3.28%	3.28%	\$-

From: Krystal Smith (ksmith@bell.lib.in.us)

To: Cal Jackson

Date: Wednesday, July 22, 2009 12:08:49 PM

Cc: Jack Fisher; Cal Jackson; Dick Webb; lhkuhn@medt.com; Sandi Schaeffer; Jill Gross

Subject: Bids on old library

Hello! I spoke with Todd Austin of State Board of Accounts—he works with Charley Pride and I have been conversing with him concerning sale of old library.

There were a couple of clauses in the Indiana Code about selling property—here is the basic gist of the code with Todd's reply.

A bidder may raise another bidder's bid, which takes effect after giving written notice to all bidders. I asked if all bidders were present at the meeting
Is it really necessary to give written notice. Todd said NO—we could forego that requirement

Property may be sold for LESS than 90% of the appraised value (\$25000-\$28,000), ONLY AFTER an additional notice of the sale is published.

I asked if this is really necessary, even if we receive only one bid. Todd was adamant on this and said that we do need to advertise the sale again

to give others a chance to bid. If there are no other bids after 1 week from publication, then we can consider it sold.

I have all of this written out with copies of the Indiana Code that is cited—I will have copies for all Board Members Monday night, but I will send them copies of this e-mail, also.

In addition, I am going to look online and here in our collection to see if we have a form for the Sale of Real Estate and maybe a Receipt form. Deb may also know what forms we will need. I'll have them Monday night, but will wait to have them completed when the actual sale goes through.

From all of this about re-publishing and then waiting one week, the Board will probably need to set a special meeting to finalize the sale. That date should be in the legal advertisement. This I will do first thing Tuesday morning and take it to Warsaw hopefully by noon so that it can be published ASAP. I called the Times-Union and was informed that notices would be published 2-3 days from the date when it is delivered to them.

Anyway, I wanted to give you a "heads up" about this matter prior to the Board meeting. I will be out most of Thursday—first in Warsaw, then off to Waterloo, which is north of Auburn. If I am back in town by 6 pm, I will stop and check both e-mail and phone messages. I do plan on being here all day Friday.

Even though there are few legal hurdles, I really believe that we are close to selling the old library. I am looking forward to Monday night's meeting.
Hopefully, it won't last too long.

Thank you for your diligence in serving on the Board—you'll have to admit that at times, it is certainly entertaining and interesting!

Sincerely,
Krystal

Krystal Smith

Aug. 31, 2009

Agenda

I. Call to order: 6:30 PM

- A. Welcome guests
- B. 2010 Budget--Public hearing opportunity

II. Reading of Minutes- July 27, 2009

- A. Additions and corrections

III. Old Business

- A. General building items if any
- B. Selling of old library -final details
- C. Additional old business, if necessary

IV. New Business

- A. Krystal's Reports
- B. Approval of Bills
- C. Additional new business if necessary

V. Adjournment

July 27, 2009

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

Members Absent: None.

Robert and Linda Hudson present.

Minutes of June 26, 2009, Board Meeting were read and approved as corrected.

Old Business

A. Selling of Old Library

Robert Hudson talked about his interest in the old library. Cal went through the procedure again for selling the library. Dick made a motion to accept Linda Hudson's bid for the old library. Honey seconded the motion. The motion passed unanimously. The next step is for advertisement again in the newspaper. Krystal will deliver it as soon as possible. A meeting has been set for August 10, 2009, at 6:30 p.m. Dick made a motion to have Krystal continue the process of selling the old library including all of the steps involved. Roger seconded the motion. The motion passed unanimously.

B. General Building Items

Krystal indicated that Frank Rhoades will submit a quote for service to maintain for smoke detectors.

Dick would like to meet with Quine to go over the air conditioning situation. Some areas are cold and some are hot.

C. Additional Items

Cal asked for a letter stating the change in the grant for the Day Care. Jill will get it.

New Business

A. 2010 Budget

Krystal gave a new timeline for the budget. (See attached copies.)

B. Director's Report

Krystal gave an update on the budget process, an invitation to house materials for some group, and permission to close the library for staff development and cleaning on August 14.

Jill made a motion to close the library on August 14, 2009 for staff development and cleaning. Dick seconded the motion. The motion passed unanimously.

Krystal indicated she will continue to look into outdoor signs.

B. Approval of Bills

Sandi made a motion to approve the payment of bills. Roger seconded. Motion passed unanimously.

C. Additional New Business

Adjournment

Jack made a motion to adjourn the meeting at 7:45 p.m. Roger seconded the motion. The motion carried. The next meeting is August 10, 2009, at 6:30 p.m. and August 31, 2009.

Date Approved:

Secretary's Signature:

Bell Memorial Public Library

2010 Budget Timeline

- | | |
|----------|---|
| July 27 | Library Board signs Form 3 |
| July 28 | Deliver Form 3 to newspaper;
take budget to County Council |
| Aug. 5 | 1 st publication in newspaper |
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| Aug. 31 | Library Board Meeting @ 6:30 PM
Public hearing on Budget |
| Sept. 10 | County Council meets for Budget review |
| Sept. 28 | Library Board Meeting @ 6:30 PM
Adoption of Budget |
-

August 31, 2009

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

Members Absent:.....None

No community members were present.

Minutes of July 27, 2009, Board Meeting were read and approved.

Old Business

A. Selling of Old Library

Final papers were signed for the old library on Wednesday, August 26, 2009. We received a check for \$1,200. Art work is still to come. It was noted that the paintings needed to be insured. The letter about the change in the grant was delivered by Jill to the library. We are still under the grant until November, 2010. We will decide on what artwork we want at a later date.

B. General Building Items

Krystal indicated that Frank Rhoades will submit a quote for service to maintain for smoke detectors.

Dick talked with Quine. The dampers were closed, and this caused the problem with the air conditioning.

C. Additional Items

Mr. Roades will be here Thursday Sept. 3 to test the fire alarm system. Pro Info came and cleaned all of the computer equipment. Freon was added to the refrigerator that was left over from the Day Care. Cost was less than \$100. Quine did this job.

Krystal checked on an outdoor sign for the library. A representative of a sign company will be here at the next meeting.

New Business

A. Director's Report

Tina Warren and Cub Scouts came and weeded around the building.

Author, Mary Jane Clark, sent twelve novels that were signed by her.

Krystal gave an update on how much money has been spent from the budget so far this year. Funds appear to be okay.

COIT recommends that the library rate remain the same as last year. This is a recommendation only and not binding upon the libraries. *(see document information)*

Krystal will bring information about how we might provide money for staff inservice activities.

Krystal wanted direction as to whether to sell the commercial microwave? Consensus was to leave it to the discretion of Krystal as to whether something is needed by the library.

Krystal discussed how she might pay for some items where an account cannot be established. The board would like more information.

Roger made a motion to commit to join the Indiana State Library Consortium. Sandi seconded the motion. The motion carried unanimously.

Krystal presented a technology plan which is due by mid September.

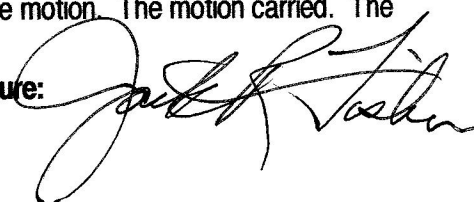
B. Approval of Bills

Roger made a motion to approve the payment of bills. Dick seconded the motion. The motion passed unanimously.

Adjournment Dick made a motion to adjourn the meeting at 7:45 p.m. Roger seconded the motion. The motion carried. The next meeting is August 10, 2009, at 6:30 p.m. and August 31, 2009.

Date Approved: 9/28/2009

Secretary's Signature:



Library Board Meeting
Monday, September 28, 2009

Members Present: Honey Kuhn, Jill Gross, Sandi Schaeffer, Cal Jackson, Jack Fisher, and Dick Webb. Krystal Smith, Library Director, was also present.

Members Absent: Roger Moriarty
No members of the community were present.

Jill made a motion to approve the minutes of the August 31, 2009, meeting. Dick seconded the motion. The motion carried unanimously.

General Building Items

Krystal gave an update on the Day Care area. Also, the fire system was checked by Cottage Watchmen (E. F. Rhoades).

Cal wanted to do a check on health insurance for full time staff and insurance for the paintings. A discussion was held on the paintings to be provided by Robert Hudson. Krystal, Sandi, and Jack will look at deciding on paintings that will fulfill our deal.

A discussion was held on signage for the exterior of the library. Honey would like to make sure some type of video coverage is provided to prevent vandalism. Cal would like for the sign to be on some type of elevated column. Krystal will seek more information and alternate sources of funding.

New Business

Jill made a motion to adopt the 2010 library budget as printed. Sandi seconded the motion. COIT has been cut 16% for next year. The assessed evaluation is up, and this may offset the COIT cut in funds. Jill also felt that some savings will be made in our budget with the change in Day Care status. The motion carried unanimously.

There will be some films that will be shown for youth in the community. Krystal also presented a program called "Make a Splash" which will be next summer from June through July.

Charley Pride says we can do anything we want with the microwave and the refrigerator. We will discuss this later.

Krystal would like another half day in-service on Friday, October 16. There would be something on computer programs and also time to finish the cleaning. Dick made a motion to allow the in-service on October 16, 2009. Honey seconded the motion. The motion carried unanimously.

Krystal said there is a rotation on Story Hour for the Children's library.

The Library District meeting next year is at the Blue Chip Casino.

Dick made a motion to accept the Technology Plan for 2009 - 2012 as written.
Honey seconded the motion. The motion carried unanimously.

Dick made a motion to pay the bills. Jill seconded the motion.
The motion carried unanimously.

Adjournment

Jack made a motion to adjourn the meeting. Dick seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:35 p.m.

Secretary's Signature: Jack R. Fish

Date of Approval: Oct 26, 2009



Kosciusko County

Office of the Auditor
Warsaw, Indiana 46580

Marsha McSherry
Auditor

August 25, 2009

To: All Civil Taxing Units located in Kosciusko County

RE: County Council Review of 2010 Proposed Budgets

Enclosed you will find a copy of the Resolution passed by the Kosciusko County Council on August 24, 2009 regarding their review of all civil units proposed 2010 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 held at the 2009 rates with no increases. The enclosed resolution will also be forwarded to the DLGF for their records.

Thank you for your cooperation as Council continues to work through this ever changing mandated review process.

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

Respectfully,

A handwritten signature in cursive script that reads "Marsha McSherry".

Marsha McSherry
Kosciusko County Auditor

MAM/ps

Enclosure

RESOLUTION NO. 09-08-24-001 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;

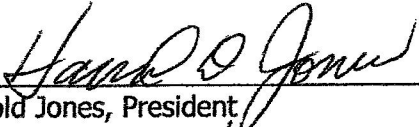
WHEREAS, those recommendations will be forwarded to the Department of Local Government Finance;


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 held at the 2009 rates with no increases.

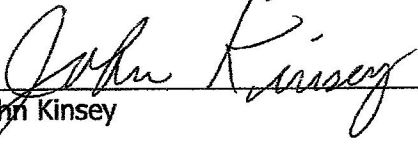
BE IT THEREFORE RESOLVED, by the Kosciusko County Council that in accordance with IC6-1.1-17-3.5 as established by the State of Indiana, effective July 1, 2008, said civil unit budgets are approved with a nonbinding recommendation and/or comments.

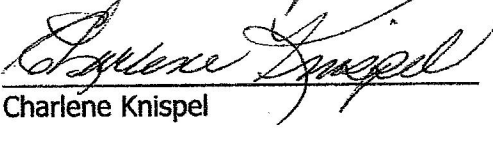
This resolution shall be effective beginning on the 24th day of August, 2009.

KOSCIUSKO COUNTY COUNCIL


Harold Jones, President

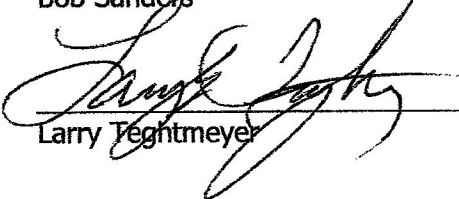

Tom Anglin, Vice President



John Kinsey


Charlene Knispel

ABSENT
Bob Sanders

ABSENT
Brad Tandy


Larry Tegtmeyer

Attest:

Marsha McSherry, County Auditor

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

Claypool Civil Town
North Webster
Pierceton
Mentone
Sidney

Bell Memorial Library
Milford Public Library
Syracuse Public Library
Warsaw Public Library

Oct. 26, 2009

Agenda

I. Call to order: 6:30 PM

- A. Welcome guests

II. Reading of Minutes- Sept. 28, 2009

- A. Additions and corrections

III. Old Business

- A. General building items if any
- B. Outdoor signage update
- C. Health insurance discussion
- D. Additional old business, if necessary

IV. New Business

- A. Krystal's Reports
- B. Approval of Bills
- C. Additional new business if necessary

V. Adjournment

Library Board Meeting
Monday, September 28, 2009

Members Present: Honey Kuhn, Jill Gross, Sandi Schaeffer, Cal Jackson, Jack Fisher, and Dick Webb. Krystal Smith, Library Director, was also present.

Members Absent: Roger Moriarty
No members of the community were present.

Jill made a motion to approve the minutes of the August 31, 2009, meeting. Dick seconded the motion. The motion carried unanimously.

General Building Items

Krystal gave an update on the Day Care area. Also, the fire system was checked by Cottage Watchmen (E. F. Rhoades).

Cal wanted to do a check on health insurance for full time staff and insurance for the paintings. A discussion was held on the paintings to be provided by Robert Hudson. Krystal, Sandi, and Jack will look at deciding on paintings that will fulfill our deal.

A discussion was held on signage for the exterior of the library. Honey would like to make sure some type of video coverage is provided to prevent vandalism. Cal would like for the sign to be on some type of elevated column. Krystal will seek more information and alternate sources of funding.

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Honey seconded the motion. The motion carried unanimously.

Dick made a motion to pay the bills. Jill seconded the motion.
The motion carried unanimously.

Adjournment

Jack made a motion to adjourn the meeting. Dick seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:35 p.m.

Secretary's Signature: _____

Date of Approval: _____



Harleysville Lake States Insurance Co
600 East Front Street, Suite 200
Traverse City, MI 49686

MPA00000041817

COMMERCIAL LINES COMMON POLICY DECLARATIONS

Policy Number: MPA00000041817B

Amendment

Named Insured and Mailing Address:
BELL MEMORIAL PUBLIC LIBRARY
PO BOX 368
MENTONE, IN 46539-0368

Agent:
SOURCEONE GROUP INC
525 E CENTER ST
WARSAW, IN 46580

Agency Code: 931210
Phone Number: (574)267-2181

Policy Period: From: 04/01/2009 To: 04/01/2010

at 12:01 A.M. Standard Time at your mailing
address shown above.

Business Description:
PUBLIC LIBRARY

Form of Business:
NON-PROFIT

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY,
WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY. IF YOU REQUEST
CANCELLATION OF THIS POLICY, THE COMPANY WILL RETAIN A MINIMUM PREMIUM OF \$ 250 .

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Commercial Property Coverage Part	\$ 1,766.00
Commercial General Liability Coverage Part	\$ 425.00 MP
Crime and Fidelity Policy Coverage Part	
Commercial Inland Marine Coverage Part	\$ 350.00 MP
Commercial Auto Coverage Part	
Commercial Liability Umbrella Policy	
Sub-Total	\$ 2,541.00
Fees and Surcharge - See Schedule GU-7015 (If Applicable)	
Total	\$ 2,541.00

FORM (S) AND ENDORSEMENT (S) MADE A PART OF THIS POLICY:
SEE SCHEDULES GU-7004 and GU-7009



LOCATION SCHEDULE

Policy Period: From: 04/01/2009 To: 04/01/2010

Premis. No.	Bldg. No.	Address
----------------	--------------	---------

001 ALL 101 W MAIN
Kosciusko-085
MENTONE, IN 46539-0000

Harleysville Lake States Insurance Co

POLICY CHANGES

Policy Number: MPA00000041817B

Reason for Issue: AMENDMENT

Named Insured: BELL MEMORIAL PUBLIC LIBRARY

Agency/Producer Code: 931210

Policy Period: From: 04/01/2009 To: 04/01/2010

CHANGE EFFECTIVE 08/31/2009 CHANGE # 1

DESCRIPTION

Location 2- 306 N Broadway, Mentone, IN, 46539 is deleted.
Fine Arts coverage is added to location 1 building 1.

Original		New		Total Add'l/Return Premium \$	
Premium \$	<u>2,542.00</u>	Premium \$	<u>2,541.00</u>		<u>-1.00</u>
					WAIVED



Harleysville Lake States Insurance Co

COMMERCIAL INLAND MARINE COVERAGE PART DECLARATIONS

Policy Number: MPA00000041817B		Policy Period From 04/01/2009 To 04/01/2010	
Location of All Premises You Own, Rent or Occupy: SEE SCHEDULE GU-7005			
<u>ITEM NO.</u>	<u>LIMIT OF INSURANCE</u>	<u>DEDUCTIBLE</u>	<u>DESCRIPTION</u>
SEE APPLICABLE COVERAGE FORM DECLARATION			
DEDUCTIBLE: SEE APPLICABLE COVERAGE FORM DECLARATION			
MORTGAGE HOLDERS: SEE SCHEDULE GU-7006 and/or GU-7007			
FORM(S) AND ENDORSEMENT(S) APPLICABLE TO THIS COVERAGE PART: SEE SCHEDULE GU-7004			
TOTAL PREMIUM FOR THIS COVERAGE PART \$		350.00	



BMPL 2009-2012 Technology Plan – NOTES

Federal & State LSTA Grants follow the fiscal year
July 1 ~ June 30

One stipulation in the Federal Grant is that if this grant program would cease, libraries must prove that our budgets could support this service. They do like for us to use at least a small portion of all available funds for projects in our plans:

- Operating Budget
- Library Capital Projects
- Rainy Day Fund
- Gift Fund

July 1, 2009 ~ June 30, 2010 Grant has been approved and we are receiving our money (\$6000) from Federal Govn.
Indiana State Lib. will reimburse us at the end of the year (\$3000)

Monies allocated for Internet service in 2009- June 30, 2010 in the various Library budgets may be spent on technology projects *only*.

New Copier and LED sign may be purchased with this money.

Following paperwork was submitted to ISL but not included with your copy:

- FCC Form 479 – Child Internet Protection Act (filtering)
- Commitment to Join State Consortium (signed by BMPL Bd)
- Letter of Agency Form for Internet Service, 2010-2011
- 2010 Service Level Checklist (size of Server, etc. needed)
- BMPL Resolution to Adopt 2009-2012 Technology Plan

If you want copies of above papers, please let me know.

Nov. 30, 2009

Agenda

I. Call to order: 6:30 PM

- A. Welcome guests

II. Reading of Minutes- Oct. 26, 2009

- A. Additions and corrections

III. Old Business

- A. General building items if any
- B. Selling of daycare appliances
- C. Board Appointments
- D. Additional old business, if necessary

IV. New Business

- A. Public computer policy review
 - 1. Shut down time and procedures
- B. Krystal's Reports
- C. Approval of Bills
- D. Additional new business if necessary

V. Adjournment

Library Board Meeting
Monday, October 25, 2009

Members Present: Honey Kuhn, Jill Gross, Sandi Schaeffer, Roger Moriarty, Jack Fisher, and Dick Webb. Krystal Smith, Library Director, was also present.

Members Absent: Cal Jackson,
No members of the community were present.

General Building Items and Old Business

Nothing has been done yet about the paintings. This will be an item for next month's meeting.

Krystal gave an update on the sign information. She will try other companies because of the lack of information that has been provided by the current company she has been dealing with.

The new premium for the art work ended up costing the library \$1.00 less because of a change in the coverage.

There is no change in full time health insurance.

Shambaugh will be here on Oct. 27 to test the sprinkler system.

Krystal is checking with the gas company on the cheapest price for the library.

Krystal gave a copy of possible board meetings for next year.

The Chamber wants to rent the Bell Room. Honey made a motion to deny the use of the Bell Room for a Chamber activity. Dick seconded the motion. The motion carried unanimously.

Krystal presented a list of dates for Board Meetings for 2010. Honey made a motion and Dick seconded it. The motion carried unanimously.

to accept the calendar dates for the 2010 year
The West front door has a gap. Dick will look into this matter.

There is a concern about renting out the Senior Area. Sometimes there are unsupervised people in the building. Dick will work with Krystal on areas of concern.

There were no bids for the microwave or the refrigerator.

The In-service went well with the staff. Krystal gave a list of dates for In-service in 2010. The Board took it under advisement.

Krystal gave an update on the children's librarian position.

Librarian's Report

Krystal brought up the fountain that is to be donated. Krystal presented a book mark that will list hours and fines. She had a request to provide a reduced fee for senior citizens who live out of our area. Krystal requested to close 2 hours early for inservice in December. Dick made a motion that the library be closed 2 hours early for inservice and staff Christmas party in December. Honey seconded the motion. The motion carried unanimously.

Krystal brought up about sick time accumulation. She will investigate what others libraries do and what the State might recommend.

Krystal presented the Technology Plan for 2009-2012. (Copy attached.)

New Business

Approval of bills was by signature.

Adjournment

Jill made a motion to adjourn the meeting. Jack seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:35 p.m.

Secretary's Signature: Jack R. Fisher

Date of Approval: 7/02/30/2009

BELL MEMORIAL PUBLIC LIBRARY

BOARD OF TRUSTEES

	<u>Term</u>	<u>Expires</u>	<u>Appointed by</u>
Jack Fisher	1	Dec. 31-2010	Tippecanoe Valley School Corp.
Jill Gross	3	June 30, 2013	Tippecanoe Valley School Corp.
Cal Jackson	4	Dec. 31, 2010	Harrison Township Trustee
Honey Kuhn	2	Feb. 28, 2011	Tippecanoe Valley School Corp.
Roger Moriarty	2	Jan. 31, 2010	Town of Mentone
Sandi Schaeffer	1	Jan. 31, 2012	Kosciusko County Council
Dick Webb	2	Jan. 1, 2012	Kosciusko Co. Commissioners

December 28, 2009

Agenda

I. Call to order

- A. Welcome guests

II. Reading of Minutes- November 30, 2009

- A. Additions and corrections

III. Old Business

- A. Building issues
 - 1. Parking lot light
 - 2. Fountain update?
 - 3. Seals on exterior doors
- B. Equipment issues
 - 1. New server update
- C. Additional old business, if necessary

IV. New Business

- A. Krystal's reports
- B. Selection of Financial Planning Committee
 - 1. Discussion on Miner donation
- C. Approval of bills
- D. Additional new business if necessary

V. Adjournment

Library Board Meeting
Monday, November 30, 2009

Members Present: Cal Jackson, Honey Kuhn, Jill Gross, Sandi Schaeffer, Jack Fisher, and Dick Webb. Krystal Smith, Library Director, was also present.

Members Absent: Roger Moriarty
No members of the community were present.

The minutes of the October 25, 2009 meeting were approved as corrected.

General Building Items and Old Business

No further action was taken on the painting for the library. This will be an ongoing item for Board agenda.

Dick looked at the west door. It needs a new seal between the exterior doors. He will continue to look for a new weather strip.

Jill made a motion to deny a bid of 75.00 on the sink. Honey seconded. The motion carried unanimously. Dick made a motion to sell the large refrigerator for 500.00 to the Methodist Church. Sandi seconded. The motion carried unanimously.

Krystal presented a picture of a water fountain that the Friends of the Library are recommending. Honey also had a suggestion for a fountain. Sandi made a motion to pursue a fountain that is not wall mounted. Jill seconded the motion. The motion carried unanimously. The Board is sending a picture to the Friends of a fountain the Board is recommending.

The Technology Plan was approved.

The Library needs a new server. Pro Info has quoted server for \$6300.00 that will last 4 years. A server that will last 7 to 8 years would cost \$7,800. The Board took the information under advisement.

Shambaugh did check the sprinkler system.

Board Appointments

Krystal presented information (see attached copy) for Terms of Trustees.

New Business

Krystal presented information about computer and Internet usage. The Board took it under advisement. This will be on the agenda for the next meeting.

Dick made a motion to approve the bills. Sandi seconded the motion. The motion was approved unanimously.

Dick made a motion to allow the library to close at noon on Christmas Eve. Jill seconded the motion. The motion carried unanimously.

Honey made a motion to close the library at 5:00 p.m. on December 31. Sandi seconded the motion. The motion carried unanimously.

New Business

Librarian's Report

There will be a gingerbread house decorating contest from December 7 – 15.
The public will vote on awards.

Deb and Krystal attended a meeting on bookkeeping and end of the year budget items.

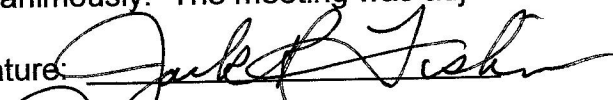
Krystal will be attending a meeting offered by Kos. Co. Community Foundation on Policies and Procedures on Dec 9. She will also attend a meeting on Dec. 16 offered by Kos. Co. Extension Office on Recession Recovery & IN Gov. Budgets.

Krystal reported that we received recognition on being a five star library.

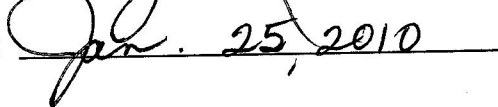
Adjournment

Jack made a motion to adjourn the meeting. Jill seconded the motion. The motion carried unanimously. The meeting was adjourned at 8:10 p.m.

Secretary's Signature:



Date of Approval:



FORREST D. MINER

Dec 7, 2009

Trustees

Bell Memorial Library

Mentone, In 46539

You will find enclosed, on behalf of myself and family, a check in the amount of \$50,000. These funds are to be used for local expenses and/or capital improvements, at the discretion of the Trustees.


Forrest D. Miner

4845 North Lake Avenue, Suite 100, N 4845
947-861-8800 E-Mail: forrest@bellmemorial.org

Request to PURCHASE 2 computers from Pro Info:

Cost:@890.00 per unit

Cost includes Tower with internal software

Windows 7 Professional version

Your signature below indicates that you are either IN FAVOR OF
or AGAINST this purchase.

AYE

NAY

[Handwritten signature]
[Handwritten signature]
[Handwritten signature]
[Handwritten signature]
[Handwritten signature]

Attest: *[Handwritten signature]* 12/28/2009
Secretary of the Board

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 line to another,

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

Transfer from: Non-Print

Amount \$ 300.00

Transfer to: Furniture and Equipment

Amount \$ 300.00

Adopted this 28th day of December 2009.

AYE

NAY

Sandie Schaeffer
Cal Jackson
[Signature]
[Signature]
[Signature]
[Signature]

Attest:

[Signature]
Secretary of Appropriating Body

BELL MEMORIAL PUBLIC LIBRARY

REQUEST TO
TRANSFER FUNDS

Date:12/22/09

FROM : Non Print \$300.00

To: Furniture and Equipment \$300.00



ProInfo

PROFESSIONAL INFORMATION CENTER, INC.

SALES INVOICE

Invoice #: 6191

Date: 1/27/2010

Sold To:
BELL MEMORIAL PUBLIC LIBRARY
PO BOX 368
MENTONE, IN 46539

Qty	Description	Price/Unit	Cost
1	Poweredge E5520 Server	4,798.00	4,798.00
1	Annual Remote Backup Service	1,670.00	1,670.00

50 percent due with order: 3,234.00
50 percent due with install: 3,234.00

Total \$6,468.00

PAYMENT IS DUE UPON RECEIPT THANK YOU

Attention: Please note that there is a monthly finance charge of
1.5% APR on all outstanding balances over 30 days in arrears.

REMIT TO:

P.O. Box 606 ★ Osceola, Indiana 46561 ★ (574) 674-4345