RESOLUTION AUTHORIZING ELECTRONIC FUNDS TRANSFER

WHEREAS, the Board of the Bell Memorial Public Library has determined that it is beneficial to its financial operations to transact the financial affairs of the Library through, including the payment of wages or compensation owed to the Library employees, through electronic funds transfers including direct deposit;

NOW THEREFORE, LET IT BE RESOLVED, that pursuant to the provisions of In. Code 36-12-3-16.5, the Library Director and Bookkeeper are authorized to institute electronic fund transfer for the transaction of Library financial affairs, including the payment of wages to Library employees via electronic funds transfer, including direct deposit, through the services provided by the Library's and each employee's financial institution, and the Library Director and Bookkeeper are hereby authorized to take any and all actions necessary to implement electronic fund transfers, including direct deposit, for the Library and for those employees who chose this method of payment, and

BE IT FURTHER RESOLVED, that the Director and Bookkeeper are hereby instructed and are required to maintain adequate documentation of the transactions so that said transactions may be audited as provided by law.

Duly adopted by the Board of Trustees of the Bell Memorial Public Library at its regular meeting held on the _______ day of _______, 2010, at which meeting a quorum was present.

NAY

ATTEST

Secretary of Appropriating Body

Bell Memorial Public Library Dates for 2013 Board Meetings

January 28

February 25

March 25

April 29

May 28

June 24

July 29

August 26

September 30

October 28

November 25

December 30



P.O. Box 188

Milford, IN 46542

Phone 574-658-4111 Fax 574-658-4701 NEWSPAPERS WEB OFFSET COMMERCIAL PRINTING BINDERY — DIRECT MAILING

mailed 12-14-12



Dec. 11, 2012

Please consider this letter as the filing with you of our annual written request for notices of all your meetings, including executive sessions, for the calendar year 2013.

This constitutes, also, the filing of our written request for notice of all meetings, including executive sessions, of all committees that you might have previously appointed or that might be appointed by you during calendar year 2013 to which you have delegated, or will delegate, authority to take official action upon public business.

Notices should be mailed to Jeri Seely, The Mail-Journal, P.O. Box 188, Milford, IN 46542, or delivered to The Mail-Journal at our offices at 206 S. Main St., Milford. If an emergency meeting is required, please give the newspaper the same notice as you give members of your governing body. If that notice is by telephone, please call Jeri Seely at (574) 658-4111, Ext. 2317. Or, emails may be sent to jseely@the-papers.com

This newspaper is qualified to receive legal advertisements under IC 5-3-1.

This request is filed in accordance with the provisions of Section 5(b)(2) of Public Law 57. Acts of 1977. IC 5-14-1-5-5(b)(2).

Please send me a list of your meeting dates with the time and places.

This notice needs to be filed with The Papers only once each year. However, the law requires that an additional notice be given when the date, time or place of a regular meeting is changed.

Indiana law requires that your notice of an executive session state the meeting's subject matter by specific reference to the enumerated instance for which executive sessions may be held under the Open Law. Unlike regular meetings, each executive session requires a separate notice.

If you have questions — write me at P.O. Box 188, Milford, IN 46542, e-mail me at <u>jseev@the-papers.com</u> or call me at (574) 658-4111, Ext. 2317. Thank you for your cooperation. My staff and I look forward to working with you to keep the public informed in 2013

Jeri Seely

Jeri Seely Editor-in-chief

JS/jr

Agenda

January 28, 2013

Call to Order

A. Welcome guests

Minutes ~ December 27, 2012

- A. Additions and corrections
- B. Approved as presented

III. Old Business

II.

IV. New Business

- A. Election of Officers ~ Board of Trustees
- **B.** Financial Business
 - 1. Election of Officers ~ Fiscal Board
 - 2. Review of finances

V. Director's Report

- A. Review Annual Report for 2012
- B. Approval of Bills

VI. Adjournment

Jack Signed

Library Board Meeting

Minutes – January 28, 2013

Members present: Roger Moriarty, Honey Kuhn, Dick Webb, Jill Gross, Sandi Schaeffer. Also present was library director Krystal Smith.

Members absent: Cal Jackson, Jack Fisher

Call to Order

In the absence of the President, Vice President Roger Moriarty called the meeting to order at 6:30 PM. No members of the public were present.

Roger read the minutes from the December 27, 2012 meeting. Dick made the motion to accept the minutes as read; Sandi seconded. Motion passed all in favor.

Old Business

There was no old business brought before the Board.

New Business

January being the month to elect officers of the Board, Roger opened the floor for nominations. Honey made a motion to retain all current officers in their respective positions. Sandi seconded and the motion passed unanimously.

Roger opened the floor for nominations to elect officers of the Financial Board. Honey made the motion to retain all officers in their current positions. Dick seconded and the motion passed all in favor.

Krystal distributed copies of the Bank Register showing the balances in each account. Copies of financial reports by fund was also distributed. Questions and explanations followed. Krystal handed out copies of a financial summary for January claims and income for the month.

Copies of the letter Krystal received from Lake City Bank providing information about Regions Bank of Indianapolis which will now be in charge of our General Obligation Bond.

Krystal distributed copies of the Library's Annual Report for 2012. Krystal noted that Circulation statistics are still not conclusive, due to conflicting figures showing in Destiny reports. She will confer with other libraries that have Destiny to figure out the problem.

Decreases in holdings for Audio-Visuals were attributed to removing all Video cassettes and Books on cassette from our collections.

Roger signed the Signature page attesting to the Annual Report having been compiled. This will be mailed to the Indiana State Library.

A motion was made by Dick to approve the January claims and seconded by Sandi. All voted in favor and the motion passed.

Additional Business

Much discussion ensued concerning building renovation and landscaping. No final decisions were made.

Adjournment

Dick moved to adjourn; Honey seconded. Motion passed unanimously.

Meeting adjourned at 7:23 PM.

Secretary's Signature: Date of Approval:



January 18, 2013

Krystal Smith, Director Bell Memorial Public Library PO Box 368 Mentone, IN 46539

Dear Krystal:

As you may know, Lake City Bank has made a strategic decision to exit the corporate bond administration business. As a result of that decision, we have selected a successor that will ensure that our corporate bond clients continued to receive the service they were accustomed to. After a lengthy search and with much consideration, we selected Regions Bank as our successor.

As a result, we must inform you that we are resigning as the trustee, registrar, and/or paying agent for your bond issue(s), and are assigning those fiduciary responsibilities to Regions Bank, effective February 22, 2013. Accordingly, you will receive your next payment request from Regions Bank.

If you have questions prior to February 22, please do not hesitate to contact Susan Hayes in our Trust Operations Department at Lake City Bank at (877) 718-9198, ext. 6345.

Region's intends to service this business out of their existing office in Indianapolis. John Alexander, Senior Vice President, will be providing service for your bond issue(s) from that office. We're confident that John and the Region's team shares the same customer service philosophy as Lake City Bank. John's contact information is as follows:

John Alexander, CCTS Senior Vice President Regions Bank, Corporate Trust Services One Indiana Square - Suite 115 Indianapolis, IN 46204 Phone: 317-221-6275 Fax: 317-221-6010 email: John.Alexander@Regions.com

We want you to know that we value your relationship and look forward to continuing to serve you. While we are exiting the bond administration business, we remain committed to serving our Indiana clients in the public fund sector through innovative and technology driven banking solutions.

Regards,

Vielei Martin

Vicki Martin Vice President, Corporate and Institutional Services

Bell Memorial Public Library Monthly Financial Summary

January 2013

<u>Claims</u>

New Plumbing & Heating	\$127.52	Labor and parts
Repaired water leak in pipe une Drained water heater as Senior		
Rob's Carpet Care	\$121.00	Labor
Cleaned hallway following the	water leak dan	nage
Warsaw Times-Union	\$ 85.68	
Legal notice published: LAR A	nnual Financia	al Report
Sands Office Equipment	\$0	
Serviced copier: part of mainte	nance agreen	nent
Krystal/Amazon	\$108.90	
Purchased Nook and accessori	es	. [
Income		
Copies	\$85.20	
Fines	\$153.60	
Interest on Operating Fund	\$1.45	
Co. Option Income Tax	\$6167.85	

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Agenda BMPL Meeting

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- I. Call to Order A. Welcome Guests
- II. Minutes of January 27, 2012 A. Additions or Corrections

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- III. Old Business A. Additional old business
- IV. New Business
 - A. Insurance policy for terrorism
 - B. Director's Report
 - C. Approval of Bills
 - D. Additional new business

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V. Adjournment

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signed KS

Library Board Meeting Monday, February 25, 2013

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

Members Absent: Jill Gross, Cal Jackson

Meeting was called to order at 6:35 p.m.

Jack made a motion to accept the minutes of the January 28, 2013 meeting as presented. Honey seconded the motion. The motion carried unanimously.

Old Business

Sandi made a motion to rescind a motion to reduce the 2012 operating budget by \$9,700. Dick seconded the motion. Krystal felt there was not enough time to make the necessary changes at the end of the year. The motion carried unanimously.

Jill was given all the information about our situation with the old library and Robert Hudson. She will do some checking on what our options are with this situation. We will discuss next month.

New Business

Krystal presented material on terrorism insurance. The Board directed Krystal to check with our insurance rep on costs and responsibilities for the library.

Krystal presented her report. She gave members Treasurer Financial Report. She also gave a Deposit Registry Summary. Brenda and Shelly would like to give a presentation to the Board on ways to increase foot traffic in the library. Krystal presented an article to Board members entitled: "Bring Back Shushing Librarians."

Discussion was held on various issues, such as outdoor area, study areas in the library, etc. More discussion will be held later.

Sandi made a motion to pay the bills. Dick seconded the motion. Vote was by signature.

Adjournment

Dick made a motion to adjourn the meeting. Honey seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:12 p.m. Next meeting is March 25.

Secretary's Signature: Date of Approval:

Director's Report W. Wrote Ball State about landscaping design project 2. Permission for Brenda and Shelly to make presentation 3. Chantel had baby girl Aubrianna ariel? audrianna aleah?

CURRENT YEAR

PREVIOUS YEAR

Part 1 - General Information

Questions relating to standards are in bolded blue font

01-001	Library Code	IN0056	2431
01-002	Library Name	BELL MEMORIAL PUBLIC LIBRARY	Bell Memorial Public Library
01-003	Library Director	KRYSTAL SMITH	Krystal Smith
01-004	Street Address	101 W. Main Street	101 W. Main Street
01-005	City	Mentone	Mentone
01-006	State	Indiana	Indiana
01-007	ZIP+4	46539-0368	46539-0368
01-008	Mailing Address	P.O. Box 368	P.O. Box 368
01-009	Mailing City	Mentone	Mentone
01-010	State	Indiana	Indiana
01-011	Mailing ZIP+4	46539-0368	46539-0368
01-012	Phone	(574) 353-7234	(574) 353-7234
01-013	FAX	(574) 353-1307	(574) 353-1307
01-014	TDD	0	0
01-015	Congressional District #	2?	3
01-016	Public Library E-Mail Address, or a means of electronic contact listed on the library's website	ksmith@bell.lib.in.us	ksmith@bell.lib.in.us
01-017	Library URL	www.bell.lib.in.us	www.bell.lib.in.us
01-018	What Day of the Month is the Regular Library Board Meeting?	last Monday	
01-019	What is the time of the Regular Library Board Meeting?	6:30 P.M.	6:30 P.M., last Monday of the month
01-020	Does your library have a Friends of the Library Group?	Yes	Yes
01-021	If yes, has your Friends group received a 501(c)3 designation from the IRS? Yes or No	No	No
01-022	Name of the person preparing this report	Krystal Smith	Krystal Smith
01-023	Preparer's phone number	(574) 353-7234	(574) 353-7234
01-024	Time zone in which library district headquarters is located.	Eastern Time	Eastern Time
Building	-		
01-025	The year the current central building was built	1940	1940
01-026	Date of most recent structural addition or alteration to current central building	2004	2004
01-027	What is the square footage of the central building?	9,063	9,063
01-028	Total Central Library hours Open per week winter schedule	58	

01-029 Click here to complete Central Library daily hours.

Please record hours open for the Central Library only. Record the regular hours open during the year in a typical week. These are the hours which will be listed in the directory, found at <u>http://www.in.gov/library/pldirectory.htm</u> and updated as you notify us.

	1	5	
01-030	Total Hours Central Library Open after 6:00 p.m. Each Week	4	4
01-031	Total Hours Central Library Open Saturday and Sunday Each Week	12	
01-032	Total Central Library Hours Open per Year	3,016.00	
01-033	Total weekly Winter hours	58	58
01-034	# of weeks on the Winter schedule	52	52
01-035	Total weekly Summer hours	0	N/A
01-036	# of weeks on the Summer schedule	0	N/A
01-037	Total System Public Service Hours per Year	3,016.00	3,016.00
01-038	How many Sundays was your Library System Open Last Year?	51	50
Internet A	ccess		
01-039	Internet Access	Yes	Yes
01-040	Type of Internet Access	T1	<i>T1</i>
01-041	Speed of Internet Access	1.54mbps	1.54mbps
01-042	Does the central building have a wireless hub?	Yes	Yes
ISL Use C	Dnly		
01-043	PLSCKEY	IN0056	
01-044	PLSC_SEQ	2	
01-045	LIBID	2431	
01-046	Outlet Type Code	CE	
01-047	Metropolitan Status Code	NO	
Branch In	formation		
01-049	Total Number of Branches	0	0
Individual	Branch Information		
01-052a	Branch Name	N/A	N/A
01-052b	Street Address	N/A	N/A
01-052c	City	N/A	N/A
01-052d	County	N/A	
01-052e	State	N/A	N/A
01-052f	Zip+4	N/A	N/A
01-052g	Mail Address	N/A	N/A
01-052h	Total Square Footage	N/A	na
01-052i	Year Built	N/A	N/A
01-052j	Year of Addition or Alteration	N/A	N/A
01-052k	Phone	N/A	N/A
01-0521	Fax	N/A	N/A
01-052m	Total hours open per week	N/A	N/A
01-052n	Number of Weeks per Year Individual Branch is Open	N/A	N/A
01-0520	Internet access	No	No
01-052p	Type of Internet Access	N/A	Other
01-052q	Speed of Internet Access	N/A	N/A

CURRENT	PREVIOUS
YEAR	YEAR

Part 2 - Registrations

Questions relating to standards are in bolded blue font

02-001	Total Number of Individual Resident Registered Users	2,873	2,965
02-002	Total Number of Users from Contracting Areas	0	0
02-003	Total Number of Individual Non-Resident (non-taxed) Registered Users	24	215
02-004	Total Number of Reciprocal Users	76	108
02-005	Total Number of PLAC Users	2	1
02-006	Total Number of Non-Resident Cards Issued to Student Users	93	167
02-007	Total Number of Non-Resident Cards Issued to School Employees	0	24
02-008	Total Number of Non-Resident Cards Issued to Library Employees	0	0
02-009	Amount of Individual Non-Resident Fee	\$92.22	\$74.14
02-010	Date Library Board adopted this fee	4-30-2012	3-28-2011
02-011	Does your library purge or mark inactive patron files at least every three years?	Yes	2010

CURRENT YEAR PREVIOUS YEAR

Part 3 - Libraries & Political Subdivisions

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

2010 Census figures are used for all calculations

03-001	County Name of Primary County	KOSCIUSKO	Kosciusko
03-002	Total Assessed Valuation for Library District	\$142,922,874	\$140,367,340
03-003	Operating Tax Rate	0.1453	0.1432
03-004	Source year for data	2012	
03-005	BIRF/Lease Rental Tax Rate	0	0.0199
03-006	LCPF Tax Rate	N/A	0
03-007	Did your library roll the LCPF into the operating tax rate?	N/A	Yes
03-008	County Name of Additional County or County Contractual (Leave blank if the library district does not cross into another county and it is not a county contractual)		N/A
03-009	Total Assessed Valuation for Library District		N/A
03-010	Operating Tax Rate		N/A
03-011	Source year for data		
03-012	BIRF/Lease Rental Tax Rate		N/A
03-013	LCPF Tax Rate		N/A
03-014	Total district population without contract	3,817	3,678
03-015	Total district population with contracts	0	0
03-016	Political Subdivision Name	Harrison Township	Harrison Township
03-017	Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)	4	4
03-018	Population 2010 Census (Taxed & Served)	3,587	3,437
03-019	Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)	N/A	па
03-020	Population 2010 Census (Served by Contract)	0	na
03-016	Political Subdivision Name	Mentone, Part In Franklin Township	Mentone, part in Franklin Township
03-017	Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)	1	1
03-018	Population 2010 Census (Taxed & Served)	230	241
03-019	Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)	N/A	na
03-020	Population 2010 Census (Served by Contract)	0	na

CURRENT YEAR

PREVIOUS YEAR

Part 4 - Library Operating Fund Income

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Local Government Operating Fund Income

04-001	Property Tax or CEDIT Operating Fund Income From Library Tax Rate	\$205,105	\$205,112
04-002	CAGIT Property Tax Replacement Credit	\$0	\$0
04-003	CAGIT Certified Shares	\$0	\$0
04-004	CAGIT Special Fund	\$0	\$0
04-005	County Option Income Tax (COIT)	\$53,387	\$61,340
04-006	Contractual Revenue Received for Service	\$0	\$0
04-007	Local Option Income Tax (LOIT)	\$0	\$0
04-008	Total Local Operating Fund Income	\$258,492	\$266,452
State Go	overnment Operating Fund I	Income	
04-009	Financial Institutions Tax (FIT)	\$621	\$697
04-010	License Vehicle Excise Tax	\$20,727	\$21,603
04-011	Commercial Vehicle Excise Tax (CVET)	\$2,142	
04-012	Other State Operating Fund Income	\$0	\$0
04-013	Source(s):	N/A [*]	0
04-014	Total State Operating Fund Income	\$23,490	\$22,300
Federal	Government Operating Fund	<u>d Income</u>	
04-015	LSTA Grants	\$0	\$0
04-016	Name of Non-Operating Fund	N/A	N/A
04-017	Amount of LSTA grant placed in Non-Operating Fund	N/A	N/A
04-018	Other Federal Grants Operating Fund Income	N/A	N/A
04-019	List Source	N/A	N/A
04-020	Total Federal Operating Fund Income	\$0	\$0

Other O	perating	Fund	Income

04-021	PLAC Reimbursement	N/A	
04-022	Fines and Fees	\$7,516	\$5,025
04-023	Interest on Investments	\$0	\$69
04-024	Gift Receipts Operating Fund Income	\$0	\$0
04-025	Private and Public Foundation Grants Operating Fund Income	\$0	\$0
04-026	Miscellaneous Operating Fund Income	\$7,538	\$22,524
04-027	Source(s)	Reimbursements of utilities from Senior Center; rent from Town of Mentone for Senior Center room; Membership fees; program fees	Reimbursement of utilities from Senior Center; rent for Senior Center room; revenue from discontinued Library Capital Projects Fund, ENA
04-028	Total Other Operating Fund Income	\$15,054	\$27,618
04-029	TOTAL OPERATING FUND INCOME	\$297,036	\$316,370
04-030	Total Public and Private Foundation Grants Income (deposited into any fund)		\$0

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CURRENT PREVIOUS YEAR YEAR

Part 5 - Expenditure Data

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Operating Fund Expenditures

05-001	Salaries/Wages of All Library Staff	\$186,489	\$164,385
05-002	Employee benefits	\$59,633	\$55,302
05-003	Other Personal Services	\$0	\$0
05-004	Total Personal Services	\$246,122	\$219,687
05-005	Total Staff Expenditures	\$246,122	\$219,687
05-006	Total Supplies	\$17,840	\$14,983
05-007	Professional Services, i.eADP, webDewey, etc.	\$12,569	\$1,232
05-009	Communication and Transportation	\$3,137	\$4,285
05-010	Printing and Advertising	\$461	\$163
05-011	Insurance	\$5,966	\$5,786
05-012	Utility Services	\$31,632	\$19,382
05-013	Repairs and Maintenance	\$16,996	\$28,312
05-014	Rentals	\$0	\$0
05-015	Debt Service (Operating Expenditures only)	\$0	\$0
05-016	Lease Rental (Operating Expenditures only)	\$0	\$0
05-017	Other (exclude LIRF and Rainy Day)	\$1,735	\$5,896
05-018	Total Other Services and Charges	\$72,496	\$65,906
05-019	Land	\$0	\$0
05-020	Buildings	\$0	\$0
05-021	Improvements Other Than Buildings	\$0	\$0
05-022	Furniture and Equipment	\$12,885	\$6,739
05-023	Public Access Computers, electronic reading and electronic media devices DO NOT REPORT in Q05-022	\$0	\$0
<u>Operatir</u>	ng Fund Expenditure Data		
05-024	Books (include Book Lease)	\$27,368	\$22,631
05-025	Periodicals and Newspapers	\$1,181	\$1,483
05-026	Nonprinted (Physical) Materials, Microforms & AV, not Electronic	\$10,325	\$7,768
05-008	Electronic database licensing/purchase/lease expenditures. (DO NOT REPORT in 05-007).	\$0	\$850
05-027	Electronic Physical Format, including playaways and Ebook readers) (Do not report database licenses or Ebook subscriptions here. Report those in Q05-008)	\$0	\$0
05-028	Print Materials Expenditures	\$28,549	\$24,469
05-029	Electronic Materials Expenditures	\$0	\$850
05-030	Other Materials Expenditures	\$10,325	\$7,768

05-031	Total Collection Expenditures	\$38,874	\$33,087
05-032	Total Operating Fund Capital Outlays	\$51,759	\$38,621
Non-Op	erating Fund Library Materials Expenditure Data		
05-033	Books (Include Book Lease) - From non-operating fund expenditures	\$0	\$355
05-034	Periodicals and Newspapers - From non-operating fund expenditures	\$0	\$0
05-035	Nonprinted (Physical) Materials, Microforms & AV, not Electronic - From non-operating fund expenditures	\$0	\$0
05-036	Public Access Electronic Physical Format (pulled out from Nonprinted Materials and reported separately) - From non-operating fund expenditures	\$0	\$0
05-037	Public Access Purchased/Leased/Licensed/Locally Digitized Electronic Format. PUBLIC ACCESS DATABASES	\$0	\$0
05-038	Operating Expenditure Fund Collection Development	\$38,874	\$32,732
05-039	Total Non-Operating Fund Collection Expenditures	\$0	\$355
05-040	Public Access Computers, electronic reading and electronic media devices from all funds except operating	\$0	\$0
05-041	TOTAL OPERATING FUND EXPENDITURES	\$388,217	\$339,197
05-042	Other Operating Expenditures	\$103,221	\$87,628
05-043	Total Operating Expenditures	\$388,217	\$340,402
05-044	Total Collection Expenditure	\$38,874	\$33,087
05-045	Operating Expenditures per capita (=SUM(Q05-041/Q03-014). Expressed in dollars/cents \$	\$101.71	\$92.22
05-046	Difference between OE per capita minus Non-Resident fee (=SUM(Q05-045-Q02-009).	\$9.49	
05-047	Collection Development Expenditure AS % Operating Expenditure (=SUM(Q05-038/Q05-041	10.0%	9.6%
05-048	Total Capital Fund Expenditures	\$0	

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CURRENT YEAR PREV

PREVIOUS YEAR

Part 6 - Capital Revenue

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

06-001	Local government capital revenue	\$0	\$34,700
06-002	State government capital revenue	\$0	\$0
06-003	Federal government capital revenue	\$0	\$0
06-004	Other capital revenue	\$0	\$0
06-005	Total capital revenue	\$0	\$34,700

BELL MEMORIAL PUBLIC LIBRARY Indiana Public Library Annual Report 2012

CURRENT	PREVIOUS
YEAR	YEAR

Part 7 - Employment Data

Questions relating to standards are in bolded blue font

Total Number of ALL Librarians with an ALA-MLS	0.00	0.00
Total Hours Paid Per Week For ALL ALA-MLS Librarians	0	0
FTE for ALL Librarians with an ALA-MLS	0.00	0.00
Total Number of ALL Librarians, including ALA-MLS Librarians	1.00	2.00
Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians	40	72
FTE for ALL Librarians	1.00	1.80
Total Number of ALL OTHER PAID STAFF	10.00	9.00
Total Hours Paid Per Week For ALL OTHER PAID STAFF	270	257
FTE for ALL OTHER PAID STAFF	6.75	6.43
Total Number of ALL PAID STAFF	11.00	11.00
Total Hours Paid per week for ALL PAID STAFF	310.00	329.00
FTE for ALL PAID STAFF	7.75	8.23
Number of hours per week considered to be full-time employment in your library.	40	40
	 Total Hours Paid Per Week For ALL ALA-MLS Librarians FTE for ALL Librarians with an ALA-MLS Total Number of ALL Librarians, including ALA-MLS Librarians Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians FTE for ALL Librarians FTE for ALL Librarians Total Number of ALL OTHER PAID STAFF Total Hours Paid Per Week For ALL OTHER PAID STAFF FTE for ALL OTHER PAID STAFF Total Number of ALL PAID STAFF Total Hours Paid per week for ALL PAID STAFF FTE for ALL OTHER PAID STAFF Total Hours Paid per week for ALL PAID STAFF Number of ALL PAID STAFF 	Product Name of ALL Distribution with an ALA-MLSProduct Name2Total Hours Paid Per Week For ALL ALA-MLS Librarians04FTE for ALL Librarians with an ALA-MLS1.005Total Number of ALL Librarians, including ALA-MLS Librarians406Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians1.007Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians1.006Total Number of ALL OTHER PAID STAFF10.007Total Hours Paid Per Week For ALL OTHER PAID STAFF2707Total Number of ALL OTHER PAID STAFF6.757Total Number of ALL PAID STAFF11.007Total Hours Paid per week for ALL PAID STAFF310.007FTE for ALL PAID STAFF310.007FTE for ALL PAID STAFF7.75Number of hours per week considered to be full-time employment40

CURRENT *PREVIOUS* YEAR *YEAR*

Part 9 - Circulation and Holdings

Questions relating to standards are in bolded blue font

09-001	TOTAL Circulation of All Materials	43,216	65,812
09-002	Circulation of All Children's Materials (0-14yrs)	N/A	22,702
09-003	Total In-house Usage of Materials	1,430	934
09-004	Did Your Library Circulate Laptops?	No	No
09-005	Number of Annual Circulations of Laptops	0	N/A
09-006	Did your library circulate Ebook readers or music devices (i.eKindles, Playaways, MP3 players, etc.)	No	No
09-007	Number of Electronic Book Reading or Music Playing Devices Owned by the Library	1	0
09-008	Number of Annual Circulations of Book Reading or Music Playing Devices	0	N/A
09-009	Did Your Library Circulate Other Equipment?	No	No
09-010	Number of Annual Circulations of Other Equipment	N/A	N/A
Selected	Holdings (not including INSPIRE)		
09-011	Books	22,558	40,949
09-012	Video Materials - Physical Units	1,507	3,283
09-013	Video Materials - Downloadable Titles (*NEW* Whether cataloged in your ILS or not)	0	0
09-014	Audio Materials - Physical Units	569	957
09-015	Audio Materials - Downloadable Titles (*NEW* Whether cataloged in your ILS or not)	0	0
09-016	Electronic (Physical) Format	0	0
09-017	Electronic books (E-books) (*NEW* Whether cataloged in your ILS or not))	0	0
09-018	Current Serial Subscriptions	57	104
09-019	Holdings	12	
09-020	Specify Type(s) of Holdings:	Book Buddies Kits	
09-021	Does the library belong to an Ebook consortium?	No	
09-022	Name of Consortium	N/A	
09-023	Total # of titles available in Consortium	0	

CURRENT YEAR

PREVIOUS YEAR

Part 11 - Salary Section

Questions relating to standards are in bolded blue font

11-001	Director annual salary	\$41,239	\$41,239
11-002	Director contract	Yes	Yes
11-003	Director certification	LC 4	LC4
11-004	Job Title	Bookkeeper or Treasurer	Bookkeeper or Treasurer
11-005	Certification	Not Applicable	Not Applicable
11-006	Minimum Hourly Wage	\$12.50	\$12.50
11-007	Maximum Hourly Wage	\$17.50	\$15.00
11-004	Job Title	Administrative Assistant	@Children's Librarian
11-005	Certification	Not Applicable	LC 6
11-006	Minimum Hourly Wage	\$10.00	\$10.00
11-007	Maximum Hourly Wage	\$13.50	\$12.00
11-004	Job Title	@Children's Librarian	@Young Adult Librarian
11-005	Certification	LC 6	LC 6
11-006	Minimum Hourly Wage	\$10.00	\$10.00
11-007	Maximum Hourly Wage	\$13.50	\$12.00
11-004	Job Title	@Young Adult Librarian	Administrative Assistant
11-005	Certification	Spec 1	LC 6
11-006	Minimum Hourly Wage	\$10.00	\$10.00
11-007	Maximum Hourly Wage	\$13.50	\$13.50
11-004	Job Title		Cataloging or Technical Services Librarian
11-005	Certification	LC 5	LC 5
11-006	Minimum Hourly Wage	\$9.00	\$9.50
	Maximum Hourly Wage	\$11.50,	\$11.00
11-008	Other (list) Job Title:		Custodian
	Other: Certification Level		Not Applicable
11-010	Other: Minimum Hourly Wage		\$7.50
11-011	Other: Maximum Hourly Wage		\$11.00
Employe	e Fringe Benefit Information - Full-	time Employees	
11-012	PERF	Yes	PERF
11-013	Deferred Compensation	No	
11-014	Health Insurance	Yes	
11-015	Health Savings Account (HSA)	No	
11-016	Dental Insurance	No	
11-017	Life Insurance	Yes	
11-018	Vision Insurance	Yes	
11-019	Disability	Yes	

11-020	Paid Time off for Continuing Education	Yes
11-021	Reimbursement for Continuing Education	Yes
11-022	Other1 (specify)	
11-023	Other2 (specify)	
	ee Fringe Benefit Information - Par	t-time Employees
11-024	an ba da na mandul 🗮 a thuan da bana than and an bana da bana da bana da ana a tha ana ana ana ana ana ana	No
11-025	Deferred Compensation	No
11-026	Health Insurance	No
11-027	Health Savings Account (HSA)	No
11-028	Dental Insurance	No
11-029	Life Insurance	No
11-030	Vision Insurance	No
11-031	Disability	No
11-032	Paid Time off for Continuing	Yes
	Education	1 68
11-033	Reimbursement for Continuing Education	Yes
11-034	Other1 (specify)	
11-035	Other2 (specify)	
Paid day	vs off per year - Full-time Librarian	
11-036	Number of Vacation Days	10-20
11-037	Number of Sick Days	10-20
11-038	Number of Personal Days	2
11-039	Holidays	7
11-040	Funeral/Bereavement	1-3
11-041	Other Days (specify)	N/A
Paid day	vs off per year - Part-Time Librarian	
11-042	Number of Vacation Days	5-20
11-043	Number of Sick Days	5-20
11-044	Number of Personal Days	0
11-045	Holidays	7
11-046	Funeral/Bereavement	1-3
11-047		N/A
Paid day	rs off per year - Full-Time Support S	
11-049	Number of Vacation Days	5-20
11-050	Number of Sick Days	5-20
11-051	Number of Personal Days	0
11-052	Holidays	7
11-053	Funeral/Bereavement	1-3
11-054	Other Days	N/A
Paid day	s off per year - Part-Time Support S	Staff
11-055	Number of Vacation Days	5-20
11-056	Number of Sick Days	5-20
11-057	Number of Personal Days	0
11-058	Holidays	7
11-059	Funeral/Bereavement	1-3

10-20 10-20 2 7 1-3 N/A

5-20 5-20 0 7 1-3 N/A

5-20 5-20 0 7 1-3 N/A

5-20 5-20 0 7 1-3

CURRENT *PREVIOUS* YEAR *YEAR*

Part 12 - PLAC Loans

Questions relating to standards are in bolded blue font

DO NOT report any loans made to your own library

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Report the # of PLAC loans your library made to a home patron of the following library(ies)

12-001 Did your library make any PLAC loans? Yes 10 12-002 Adams Public Library System IN0249 3 12-003 Akron Carnegie Public Library IN0127 12-004 Alexandria-Monroe Public Library IN0157 12-005 Alexandrian Public Library IN0018 12-006 Allen County Public Library IN0073 12-007 Anderson Public Library IN0158 12-008 Andrews-Dallas Township Public Library IN0078 12-009 Argos Public Library IN0064 12-010 Attica Public Library IN0106 12-011 Aurora Public Library District IN0221 12-012 Avon-Washington Township Public Library IN0204 12-013 Bartholomew County Public Library IN0215 12-014 Barton Rees Pogue Memorial Public Library IN0147 12-015 Batesville Memorial Public Library IN0233 12-016 Bedford Public Library IN0178 12-017 Beech Grove Public Library IN0211 12-018 Bell Memorial Public Library IN0056 12-019 Benton County Public Library IN0097 12-020 Berne Public Library IN0071 12-021 Bicknell-Vigo Township Public Library IN0009 12-022 Bloomfield-Eastern Greene County Public Library IN0177 12-023 Boonville-Warrick County Public Library IN0023 12-024 Boswell-Grant Township Public Library IN0096 12-025 Bourbon Public Library IN0065 12-026 Brazil Public Library IN0173 12-027 Bremen Public Library IN0063 12-028 Bristol-Washington Township Public Library IN0053 12-029 Brook-Iroquois-Washington Township Public Library IN0039 12-030 Brookston-Prairie Township Public Library IN0119 12-031 Brown County Public Library IN0216 12-032 Brownsburg Public Library IN0201 12-033 Brownstown Public Library IN0225 12-034 Butler Public Library IN0077

CURRENT *PREVIOUS* YEAR *YEAR*

Part 13 - Compliance with Standards for Public Libraries

Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "Yes", "No", or "N/A" if applicable.

Do not skip any questions.

Does your library:

2000 / (
13-001	Comply with Public Library Law under IC 36-12?	Yes	Yes
13-002	Comply with the Indiana Library and Historical Department Law under IC 4-23-7?	Yes	Yes
13-003	Comply with other Indiana laws that affect municipal corporations?	Yes	Yes
13-004	Comply with all federal laws affecting employment practice?	Yes	Yes
13-005	Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes.?	Yes	Yes
13-006	Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?	Yes	Yes
Do the l	library board and director maintain separate functions as follows:		
13-007	The board is responsible for governance and policy.	Yes	Yes
13-008	The director Is responsible for administration, operation and management of the library.	Yes	Yes
Does the	e director:		
13-009	Work full-time?	Yes	Yes
13-010	Have the required librarian certification rules under 590 IAC 5? (Check <u>https://mylicense.in.gov/EVerification/Search.aspx</u> if any question occurs)	Yes	
	e advice and recommendations of the library director, the library board has ado and procedures?	pted the follo	owing
13-011	An annual classification of employees	Yes	Yes
13-012	Schedules of salaries	Yes	Yes
13-013	A proposed library budget	Yes	
13-014	Library policies	Yes	Yes
Employ	ment practices, including:		
13-016	Recruitment	Yes	Yes
13-017	Selection	Yes	Yes
13-018	Appointment	Yes	Yes
13-019	Personnel actions	Yes	Yes
13-020	Salary administration	Yes	Yes
1:3-021	Employee benefits	Yes	Yes
13-022	Conditions of work	Yes	Yes

13-023	Leaves	Yes	Yes
13-024	Does the library board adhere to the principles discussed in approved and current Indiana state library publications for library trustees?	Yes	Yes
13-025	Does the library have written bylaws that state its purpose and its operational procedures?	Yes	
13-026	Do the library bylaws specifically state rules governing conflicts of interest issues?	Yes	
13-027	Do the library bylaws specifically state rules governing Nepotism?	Yes	
13-028	Have the bylaws been reviewed by the board in the last three (3) years?	Yes	
13-029	Has a copy of the current version of the bylaws been submitted to the Indiana State Library?	Yes	
13-030	Have all amendments to the bylaws been adopted by the board and have they been submitted to the Indiana State Library with the annual report?	Yes	
Does Yo	our Library Have:		
13-031	A Collection Development Plan?	Yes	Yes
13-032	Written principle of access to all library materials and services?	Yes	Yes
13-033	Does the library have a long-range plan of service?	Yes	
13-034	Which years are covered by the plan?	2009-2012	
13-035	Has the long-range plan been updated in the last three (3) years?	No	
13-036	Have copies of the plan, updates, and all revisions been filed with the Indiana State Library?	Yes	
Does yo	ur long-range plan include:		
13-037	A statement of community needs and goals?	Yes	
13-038	Measurable objectives and service responses to the community's needs and goals?	Yes	
13-039	An assessment of facilities, services, technology, and operations?	Yes	
13-040	An ongoing annual evaluation process?	Yes	
13-041	Financial resources and sustainability?	Yes	
13-042	Collaboration with other public libraries?	Yes	
13-043	Collaboration with other community partners?	Yes	
13-044	Does the library have a technology plan?	Yes	
	Which years are covered by the plan?	2010-2013	
13-046	Has the technology plan been updated in the last three (3) years?	Yes	
13-047	Have copies of the plan, updates, and all revisions been filed with the Indiana State Library?	Yes	
Does you	ur technology plan include:		
	Goals and realistic strategy for using telecommunications and information technology?	Yes	
13-049	A professional development strategy?	Yes	
13-050	An assessment of telecommunication services, hardware, software, and other services needed?	Yes	
13-051	An equipment replacement schedule?	Yes	
13-052	Financial resources and sustainability?	Yes	
13-053	An ongoing annual evaluation process?	Yes	
13-054	An automation plan that conforms to national cataloging standards?	Yes	
	Does your library provide interlibrary loan free of charge <u>to other libraries</u> within Indiana (other than reimbursement for actual direct photocopy and postage costs).	Yes	Yes
	ry lends materials		

	13-056	via Statewide reciprocal borrowing program?	Yes	
	13-057	via the Evergreen consortium?	N/A	
	13-058	Using OCLC Resource Sharing?	Yes	
	13-059	Using a local reciprocal borrowing agreement with at least one (1) other		
		public library district within the library district's county or an adjacent county?	Yes	Yes
	13-060	How many days per week does your library subscribe to InfoEXPRESS?	1	
4	Does the	e library provide adult services that include the following?		
	13-061	Programs and reference services offered by a qualified individual holding the appropriate librarian certificate?	Yes	Yes
	13-062	Knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
	13-063	A collection of materials for adults?	Yes	Yes
	13-064	Space designated in the library for adult services?	Yes	Yes
9	An enha	nced level of service is achieved when a library designates:		
	13-065	One (1) or more staff to serve at least part time, with appropriate certification, as an adult services librarian, at each fixed location?	Yes	Yes
7	An exce	ptional level of service is achieved when a library designates:		
	13-066	One (1) full-time equivalent, with appropriate certification, as an adult services librarian, at each fixed location?	N/A	
7	Does the	library provide young adult services that include the following?		
	13-067	Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.	Yes	Yes
	13-068	Knowledge of and access to reference materials, including INSPIRE.	Yes	Yes
	13-069	A collection of materials for young adults.	Yes	Yes
2	13-070	Space designated in the library for young adult services.	Yes	Yes
2	An enha	nced level of service is achieved when a library designates:		
	13-071	One (1) or more staff to serve at least part time, with appropriate certification, as a young adult services librarian, at each fixed location?	Yes	Yes
4	An except	ptional level of service is achieved when a library designates:		
	13-072	One (1) full-time equivalent, with appropriate certification, as a young adult services librarian, at each fixed location?	N/A	
ļ		library provide children's services that include the following?		
	13-073	Programs and reference services offered by a qualified individual holding the appropriate librarian certificate.	Yes	Yes
]		A collection of materials for children, parents, and caregivers in each fixed location.	Yes	Yes
j	13-075	Space in each fixed location designated in the library for children's services.	Yes	Yes
1	An enhai	nced level of service is achieved when a library designates:		
]		One (1) or more staff to serve at least part time, with appropriate certification, as a children's services librarian, at each fixed location?	Yes	Yes
1	An excer	ptional level of service is achieved when a library designates:		
1		One (1) full-time equivalent, with appropriate certification, as a children's services librarian, at each fixed location?	N/A	No
1		Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access directly or through the Indiana state library to large print books, Braille books, audio books, and enhanced media?	Yes	Yes
1		Does the library provide computers for the free use of all persons regardless of residency, so long as such use would not violate any laws or other legally binding prohibitions imposed upon the person, including, but not limited to, fines	Yes	Yes

13-080	Does the library provide support for continuing education for staff and trustees?	Yes	Yes
Does yo	ur library provide the following means of communicating with the public:		
13-081	An answering machine, voice mail or other similar technology to provide operating hours of the library?	Yes	
13-082	Does your library provide a means to provide copies to the public at each location. (A fee may be charged not to exceed a fee established by Indiana State Law?	Yes	Yes
Does yo	ur library webpage include:		
13-083	Hours of operation?	Yes	
13-084	A physical address for your library?	Yes	
13-085	A map for each fixed location?	Yes	
13-086	A telephone number?	Yes	
13-087	An e-mail address or means of electronic contact?	Yes	
13-088	A link to free electronic resources, for example INSPIRE?	Yes	
13-089	Publicly posted policies adopted by the library board, including, but not limited to, circulation policies, fees, and internet use policies?	Yes	
13-090	A link to the library's online public access catalog?	Yes	
13-091	A calendar of events and programs which is updated at least monthly?	Yes	
13-092	Has your Internet Policy been reviewed by the board in the last year?	Yes	

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Salon.com

THURSDAY, JAN 31, 2013 1:00 AM UTC

Bring back shushing librarians

Library users plead for quiet places to read, write and study – but is anybody listening? BY LAURA MILLER



(Credit: Aaron Amat via Shutterstock)

Librarians hate to be depicted as bun- and glasses-wearing shushers, hellbent on silencing any and all noisy activities within their sacred domain. Fair enough: Librarians are highly skilled, welleducated and socially aware as a rule, and should not be reduced to a cultural stereotype ranking only a notch or two above a church lady on the hipness scale.

Nevertheless, there's a lot to be said for that shushing. I've long believed that one of the most precious resources libraries offer their patrons is simple quiet. Alas, for too long I've been forced to confine this sentiment to bar-stool rants because for all I knew

I was being hopelessly retrograde. Libraries are constantly talking up the new — and often clamorous — services and activities they have added or plan to add in order to "better serve a diverse community" (and by extension, justify their continued funding in the eyes of public officials who like to appear forward-thinking). But take heart, seekers of serenity, for now we have data!

A recent survey by the Pew Research Center, "Library Services in the Digital Age," polled a nationally representative sample of 2,252 Americans about what they get, and want, from public libraries. Like many such studies, the Pew survey is so focused on unusual programs and activities not typically associated with libraries that it tends to overlook the mere provision of a peaceful place to read and think. Nevertheless, the parts of the report dedicated to what people really want from their libraries makes the public's wishes clear.

The two services that patrons regard as most essential in a library are "librarians to help people find information" and "borrowing books," each rated as "very important" by 80 percent of respondents. Next

comes "free access to computers and the Internet," rated very important by 77 percent of those surveyed. No surprises there. These three services are what nearly everyone has come to regard as a public library's core mission.

"Quiet study spaces for adults and children" comes in fourth, and here is where the results go rogue. The percentage of people who consider quiet spaces to be a very important element in any public library is 76, *only one percentage point less* than the value given to computer and Internet access. A relatively silent place to read is almost exactly as valuable to these people as the Internet!

According the Pew study, quiet matters more to library patrons than special programs for kids or jobsearch resources or access to fancy databases or classes and events or spaces for public meetings. It matters more to them than the ability to check out e-books or engage in "more interactive learning experiences" — areas that many library experts seem to regard as top priorities for the libraries of the future.

African-American and Hispanic respondents to the Pew survey rated the availability of computers and Internet access in libraries more highly than whites. The library has become a godsend to lower-income citizens who may not be able to afford their own computers at a time when society has become ever more dependent on them. But 89 percent of African-Americans (as well as 81 percent of urban residents and 81 percent of women) also consider quiet to be a very important provision. Poor people don't just feel the lack of pricey communications tools. If you live with family members in crowded conditions, it isn't easy to find the tranquility to read, study or write — which makes it that much harder to get the education you need to improve those conditions.

Granted, quiet isn't a sexy or novel topic. Perhaps that's why the handful of stories written about this survey — and the survey summary itself — ignore how highly the public rates quiet as a library service. Instead, the interpretation Pew promoted, and the angle taken up by Publishers Weekly and other trade publications, is that libraries have a marketing problem: The reason why patrons don't rate libraries' non-core activities and programs more highly is because they just don't know about them. Maybe that's true, and far be it from me to discourage any library from offering baby sitting or writing workshops or classes in estate planning — those are all boons to the community. But not at the expense of quiet.

Does expanding the library's mission demand that patrons surrender the peace they seek there? Couldn't libraries do *both?* Apparently not, to judge by the input the Pew researchers got from an "online panel of library staffers." One of these contributors announced, "We need to change the concept of the library as a restricted, quiet space — we bustle, we rock, we engage, but so many people in the community do not know this." Or maybe they're hoping, like a commuter trapped on a train with a loudly chatty cellphone user, that it will just go away. Speaking of cellphones: "Libraries should be the social hub of the community," said another library staffer, "and to do that the customers have to be able to use cellphones in the library, congregate around computers, sit and visit, laugh out loud and be noisy."

The same person insisted that "the main part of the library should be devoted" to this hustle and bustle, while "quiet spaces should not be in any open areas, but should be in smaller cubicles." (Given the popularity of quiet space, presumably patrons would end up waiting to get at those drab little cubicles, but, hey, at least they can laugh out loud and be noisy while they're taking numbers and standing in line.) I can see why someone who works in a hushed library might prefer to see it become as lively as a cafe, street corner, park bench or the Apple Store, but we already have those places to go to when we want to sit and visit or to congregate around a screen. Where will we go when we need some peace?

For rich people, that's not a problem. They live in spacious homes, glide along in hermetically sealed cars,

book weekends in restful spas, dine in restaurants where the nearest table is 6 feet away. Quiet is one of the sweetest luxuries they're able to afford. But most rich people don't use libraries. For the rest of us, refuge from this cacophonous world is getting harder and harder to come by. Let's hope librarians are listening to all the patrons asking them not to take it away.

Further reading

<u>"Library Services in the Digital Age"</u> by Kathryn Zickuhr, Lee Rainie and Kristen Purcell at the Pew Internet & American Life project

"Libraries: Good Value, Lousy Marketing" by Brian Kenney at Publishers Weekly



Laura Miller is a senior writer for Salon. She is the author of "The Magician's Book: A Skeptic's Adventures in Narnia" and has a Web site, <u>magiciansbook.com</u>.

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5, 2013

Treasurer Fin. al Report

Bell Memorial Public Library

2/28/2013 **Bank Summary**

Bank	Number and Name	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
1	Farmers State Bank	1223705	\$138,417.28			\$123,070.24
	100	operating		\$18,957.40	\$7,056.16	
	200	Payroll Fund		\$3,240.80	\$0.00	
	500	Grants /Technology		\$205.00	\$0.00	
				\$22,403.20	\$7,056.16	
10	Farmers State	074906428	\$3,340.58			\$3,340.58
2	Lake City Bank		\$0.00			\$0.00
3	Farmers State Bank	2352662	\$500.00			\$500.00
4	Farmers State Bank		\$0.00			\$0.00
6	Lake City	1010418149 X	\$171,267.20			\$171,273.85
	400	Gift Fund		\$0.00	\$6.65	
				\$0.00	\$6.65	
7	Farmers State	1010418696	\$250.00			\$250.00
8	Lake City	1010479687	\$0.00			\$0.00
9	Farmers State	9551356	\$0.00			\$0.00
11	Farmers State	1223705	\$72,463.92			\$72,463.92
		Total All Bank	\$386,238.98	\$22,403.20	\$7,062.81	\$370,898.59

Fund Balance Summary

		Beginning Balance	Withdrawals	Deposits	Ending Balance	Invested	Available Balance
100	operating	\$134,584.92	\$22,476.03	\$7,056.16	\$119,165.05	\$0.00	\$119,165.05
130	Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
131	Capital Projects Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
140	LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
141	LIRF	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
150	PLAC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
200	Payroll Fund	\$581.59	\$3,240.80	\$3,518.63	\$859.42	\$0.00	\$859.42
300	GOB of 2002	\$3,340.58	\$0.00	\$0.00	\$3,340.58	\$0.00	\$3,340.58
400	Gift Fund	\$171,267.20	\$0.00	\$6.65	\$171,273.85	\$124,920.87	\$46,352.98
500	Grants /Technology	\$3,750.77	\$205.00	\$0.00	\$3,545.77	\$0.00	\$3,545.77
600	LEVY Excess	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800	Rainy Day	\$72,463.92	\$0.00	\$0.00	\$72,463.92	\$0.00	\$72,463.92
		\$386,238.98	\$25,921.83	\$10,581.44	\$370,898.59	\$124,920.87	\$245,977.72

You are Out of Balance by this Amount

\$0.00

Prescribed by the State Board of Accounts

2/25/2013 10:51:32 AM

Bell Memorial Public Library

General Form 352

Deposit Register Summary

Bell Memorial Public Library

From: 2/1/2013 To: 2/28/2013

For Bank Number: 1

Farmers State Bank

Fund	Account Number and	Description]	Month to date Deposits	Year to date Deposits
100	100.1.00	Misc. Receipts		\$40.00	\$40.00
	100.1.08	Copies		\$127.15	\$239.25
	100.1.10	operating interest		\$0.00	\$1.45
	100.1.11	Fines		\$114.20	\$310.50
	100.1.12	Utility clearing		\$575.96	\$3,067.57
	100.1.15	County Option Tax		\$6,167.85	\$12,335.70
	100.3.20	membership		\$31.00	\$31.00
			Fund Total	\$7,056.16	\$16,025.47

For Bank Number: 6

Lake City

Fund	Account Nu	mber and Description	1	Month to date Deposits	Year to date Deposits
400	400.1.05	Gift Interest		\$6.65	\$6.65
			Fund Total	\$6.65	\$6.65

Total of all Funds:

\$7,062.81

\$16,032.12

Bell Memorial Public Library

25/2013 10:53:42 AM

Financial Re by Fund

Period Beginning Date:

2/1/2013

Bell Memorial Public Library

Period Ending Date:

2/28/2013

Year Beginning Balance	Month Beginning	Receipts This	Receipts Year to	Distances	B ¹			
	Balance	Month	Date	Disbursements This Month	Disbursements Year to Date	Ending Balance	Invested	Available Balance
149,827.58	134,584.92	7,056.16	16,025.47	22,476.03	46,688.00	119,165.05	0.00	119,165.05
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
250.00	250.00	0.00	0.00	0.00	0.00	250.00	0.00	250.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
303.76	581.59	3,518.63	7,098.24	3,240.80	6,542.58	859.42	0.00	859.42
34,708.08	3,340.58	0.00	0.00	0.00	31,367.50	3,340.58	0.00	3,340.58
174,267.20	171,267.20	6.65	6.65	0.00	3,000.00	171,273.85	124,920.87	46,352.98
3,955.77	3,750.77	0.00	0.00	205.00	410.00	3,545.77	0.00	3,545.77
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
72,463.92	72,463.92	0.00	0.00	0.00	0.00	72,463.92	0.00	72,463.92
435,776.31	386,238.98	10,581.44	23,130.36	25,921.83	88,008.08	370,898.59	124,920.87	245,977.72
	$\begin{array}{c} 0.00\\ 0.00\\ 0.00\\ 250.00\\ 0.00\\ 303.76\\ 34,708.08\\ 174,267.20\\ 3,955.77\\ 0.00\\ 72,463.92 \end{array}$	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 250.00 250.00 0.00 0.00 303.76 581.59 34,708.08 3,340.58 174,267.20 171,267.20 3,955.77 3,750.77 0.00 0.00 72,463.92 72,463.92		0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 250.00 250.00 0.00 0.00 0.00 0.00 0.00 0.00 303.76 581.59 3,518.63 7,098.24 34,708.08 3,340.58 0.00 0.00 174,267.20 171,267.20 6.65 6.65 3,955.77 3,750.77 0.00 0.00 0.00 0.00 0.00 0.00 72,463.92 72,463.92 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 250.00 250.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 303.76 581.59 3,518.63 7,098.24 3,240.80 34,708.08 3,340.58 0.00 0.00 0.00 174,267.20 171,267.20 6.65 6.65 0.00 0.00 0.00 0.00 0.00 205.00 0.00 0.00 0.00 0.00 0.00 72,463.92 72,463.92 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 250.00 250.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 303.76 581.59 3,518.63 7,098.24 3,240.80 6,542.58 34,708.08 3,340.58 0.00 0.00 0.00 31,367.50 174,267.20 171,267.20 6.65 6.65 0.00 3,000.00 3,955.77 3,750.77 0.00 0.00 205.00 410.00 0.00 0.00 0.00 0.00 0.00 0.00 72,463.92 72,463.92 0.00 0.00 0.00 0.00 <td>0.00 <th< td=""><td>0.00 <th< td=""></th<></td></th<></td>	0.00 0.00 <th< td=""><td>0.00 <th< td=""></th<></td></th<>	0.00 0.00 <th< td=""></th<>

Agenda 25 March 2013

- I. Call to Order A. Welcome Guests
- II. Minutes of February 25, 2013A. Additions or Corrections
- **III. Old Business**
 - A. Building Insurance Terrorism Clause
 - B. Landscaping project
- **IV. Other Old Business**
 - A. OverDrive e-Book Consortium
 - B. Additional Old Business, if necessary
- V. New Business
 - A. Improving library usage
 - 1. Presentation by Brenda and Shelly
 - 2. BMPL Policies Updates
 - B. Additional Appropriations—Motion to advertise
 - C. Resolutions to Transfer Funds
 - D. Additional New Business, if necessary
- VI. Director's Report
 - A. Future programs
 - B. BMPL website
- VII. Adjournment



KS signed

Library Board Meeting March 25, 2013

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

Members absent: Cal Jackson, Honey Kuhn and Jack Fisher

Call to Order

Acting as President Pro Tem, Roger called the meeting to order at 6:33 pm. Roger then welcomed staff members Shelly Krueger and Brenda Cody as guests.

Minutes from the February 25, 2013 meeting were read. Dick made the motion to accept the minutes as presented with Sandi seconding. Motion passed all in favor.

Presentation

Brenda and Shelly presented their ideas to accommodate those patrons who come primarily to access the library's WiFi. Establishing a coffee bar, café, and lounge area was the predominant focus of the presentation. Handouts included photographs of other libraries' coffee areas, spreadsheet summary of Indiana librarians' input about coffee bars, and print copies of a PowerPoint presentation.

Concerns were the feasibility of removing the public restrooms to make space for a coffee/lounge area. Also mentioned was using one of the former DayCare rooms as a lounge area and converting the loft/mezzanine area into a quiet lounge space. The conclusion was that our immediate concern is providing space and appropriate seating for those using the WiFi inside the library

With that goal in mind, there was much discussion by board and those present to conclude that further research is necessary. Shelly and Brenda will address the issues raised and bring the results to the April Board meeting.

Old Business

Terrorism clause added to Library building insurance. Krystal stated that the additional cost for this coverage is \$87/year. In her discussion with Roger Shori, Insurance agent, he stated that we really don't know when the insurance company would consider an incident to be vandalism or the cause of terrorism. The board decided that the cost is small for the peace of mind in having this coverage.

Motion by Dick to include this clause; second by Jill. Motion passed unanimously.

Landscaping. Krystal reported that she had not received a reply to the letter that she wrote to Ball State about designing the backyard.

OverDrive eBook Lending Library. There is only one consortium to which BMPL can belong. Because we have Follett Destiny there may be problems installing and operating OverDrive. Before we make the monetary commitment to purchase OverDrive, Krystal will research with CompuTrain. She will report at April meeting what was learned.

Bell Museum. Marsha Scott asked for the remainder of the money that we pledged for the Bell Museum digitization project. Motion by Jill to pay \$3000 to the museum; seconded by Sandi. Passed all in favor.

Dick wondered if we could either borrow the scanning machine to digitize our own microfilm collection, or to hire the man who is scanning the Museum collection. No conclusion was made as to how we proceed with this project. Will table for the next meeting.

Robert Hudson paintings. Jill stated that she will contact an attorney to write Hudson a letter asking his intent to fulfill the obligation for purchasing the former library building.

New Business

Additional Appropriation. Krystal explained that we can ask for an additional appropriation without going before the County Council if we remained below the 2.8% AGQ. With this formula we are allowed to ask for \$10,000, which will be distributed in various budget categories.

Jill made the motion to advertise for the Additional Appropriation. Dick seconded and the motion passed all voting in favor.

Transfers within Budget Categories. Krystal asked the board to approve by resolution to transfer line items as follows:

\$300 from Repairs-Equipment to Travel Expense

\$200 from Repairs-Equipment to Advertising & Publishing

Resolutions were passed by signature. Krystal also said that Deb Hiers, Bookkeeper mentioned that another library did all of their transfers in October or November, thus reducing paperwork. Deb will discuss this with the auditor when he comes this summer.

signal - KS

Director's Report

Krystal reported that Summer Reading Program would begin June 3. Jill noted that it would be a positive move to have OverDrive available for those reading eBooks to participate in SRP.

Krystal mentioned that staff would like to create a new website that is more conducive to our services now. Staff would also like to have much easier access to add and update information on-site. Jill will contact Jesse Straeter , who designed the website for her employer.

Claims were approved by signature.

Adjournment

Dick motioned to adjourn. Sandi seconded. Motion passed all in favor. Meeting adjourned at 7:35 pm.

Attest: Secretary of Appropriating Body

Date approved:

Treasurer Fii.) al Report

Bell Memorial Public Library

3/31/2013

Bank	Summary	y
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Bank	Number and Name	Account Number	Beginning Balance	Withdrawals	Deposits	Ending Balance
1	Farmers State Bank	1223705	\$123,107.44			\$93,544.30
	100	operating		\$33,185.84	\$7,002.13	
	150	PLAC		\$0.00	\$50.00	
	200	Payroll Fund		\$3,224.43	\$0.00	
	500	Grants /Technology		\$205.00	\$0.00	
				\$36,615.27	\$7,052.13	
10	Farmers State	074906428	\$3,340.58			\$3,340.58
2	Lake City Bank		\$0.00			\$0.00
3	Farmers State Bank	2352662	\$500.00			\$500.00
4	Farmers State Bank		\$0.00			\$0.00
6	Lake City	1010418149 X	\$171,273.85			\$171,273.85
7	Farmers State	1010418696	\$250.00			\$250.00
8	Lake City	1010479687	\$0.00			\$0.00
9	Farmers State	9551356	\$0.00			\$0.00
11	Farmers State	1223705	\$72,463.92			\$72,463.92
		Total All Bank	\$370,935.79	\$36,615.27	\$7,052.13	\$341,372.65

Fund Balance Summary

		Beginning Balance	Withdrawals	Deposits	Ending Balance	Invested	Available Balance
100	operating	\$119,202.25	\$36,681.86	\$7,002.13	\$89,522.52	\$0.00	\$89,522.52
141	LIRF	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
150	PLAC	\$0.00	\$0.00	\$50.00	\$50.00	\$0.00	\$50.00
200	Payroll Fund	\$859.42	\$3,224.43	\$3,496.02	\$1,131.01	\$0.00	\$1,131.01
300	GOB of 2002	\$3,340.58	\$0.00	\$0.00	\$3,340.58	\$0.00	\$3,340.58
400	Gift Fund	\$171,273.85	\$0.00	\$0.00	\$171,273.85	\$124,920.87	\$46,352.98
500	Grants /Technology	\$3,545.77	\$205.00	\$0.00	\$3,340.77	\$0.00	\$3,340.77
600	LEVY Excess	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800	Rainy Day	\$72,463.92	\$0.00	\$0.00	\$72,463.92	\$0.00	\$72,463.92
		\$370,935.79	\$40,111.29	\$10,548.15	\$341,372.65	\$124,920.87	\$216,451.78

You are Out of Balance by this Amount

\$0.00

Bell Memorial Public Library

3/25/2013 9:41:27 AM

Deposit Register Summary

Bell Memorial Public Library

From: 3/1/2013 To: 3/31/2013

For Bank Number: 1

Farmers State Bank

Fund	Account Number and D	escription		Month to date Deposit	ts Year to date Deposits	
100	100.1.00	Misc. Receipts		(\$0.45)	\$39.55	
	100.1.08	Copies		\$133.15	\$382.05	
	100.1.10	operating interest		\$1.62	\$5.02	
	100.1.11	Fines		\$120.60	\$456.70	
	100.1.12	Utility clearing		\$579.36	\$3,646.93	
	100.1.15	County Option Tax		\$6,167.85	\$18,503.55	
	100.3.20	membership		\$0.00	\$31.00	
			Fund Total	\$7,002.13	\$23,064.80	
150	150.1.44	PLAC		\$50.00	\$50.00	
			Fund Total	\$50.00	\$50.00	

For Bank Number: 6

Lake City

Fund	Account Number	er and Description	Month	to date Deposits	Year to date Deposits
400	400.1.05	Gift Interest	2	\$0.00	\$6.65
			Fund Total	\$0.00	\$6.65

Total of all Funds: \$7,052.13 \$23,121.45



Section Section substitutions all soles and sections

Agenda for March 25 meeting

Krystal Smith <smithkrystal66@gmail.com> To: Cal Jackson <cal@creightonbrothersllc.com> Wed, Mar 20, 2013 at 11:05 AM

For some reason our agendas are shrinking. Don't know if that's good or bad. So I am adding a few things for discussion.

Old Business Terrorism clause on Building insurance Landscaping project–no reply from Ball State

Other Old Business Overdrive e-Book consortium

New Business Improving library usage Presentation by Brenda & Shelly BMPL Policies--changes to consider Additional Appropriation--motion to advertise

Director's Report Future programs BMPL website

Sorry I actually forgot about needing the agenda this week. If it's an inconvenience, please let me know and I'll prepare it.

Thanks, Krystal

Cal <cal@creightonbrothersllc.com> To: Krystal Smith <smithkrystal66@gmail.com> Wed, Mar 20, 2013 at 1:31 PM

Krystal,

You won't believe this (or maybe you will) but I will be in California next Monday night. Western Poultry Disease Conference in Sacramento. I will try to stop by and visit you today or tomorrow but I don't know if I will make it. I leave Friday morning and will fly home next Thursday. If I need to sign anything for you let me know before I go or I can come by next Fri. or Sat. if you need something before the end of the month. I hope



April 29, 2013

Agenda

I. Call to order Public Meeting 6:30 PM

- A. Welcome guests
- II. Minutes March 25, 2013
 - A. Additions and corrections
 - B. Approved as presented

III. Old Business

- A. Robert Hudson painting presentation
- B. Staff presentation on loft utilization
- C. Building / Maintenance
 - 1. Landscaping issues
- D. OverDrive e-Book Lending Library update
- E. Additional old business, if necessary

IV. New Business

- A. Additional appropriation
- B. Resolution to adopt Non-resident fee
- C. Income from CD disscusion
- D. Krystal's reports
 - 1. AWE Early Literacy Computer Grant
 - 2. A-V Circulation Policy change
 - 3. Library volunteers
- E. Approval of bills
- F. Additional new business if necessary

V. Adjournment

Signed KS

Library Board Meeting Monday, April 29, 2013

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

Members Absent: Roger Moriarty and Dick Webb

Meeting was called to order at 6:32 p.m.

Guests present are Brenda and Shelly, library employees. They were here to make a presentation.

Jill made a motion to accept the minutes of the March 25, 2013 meeting as presented. Sandi seconded the motion. The motion carried unanimously.

Old Business

Mr. Hudson will deliver the second painting by the end of this year. The Board was pleased with the first painting.

Brenda and Shelly returned to discus the establishment of a coffee bard, cafe, and lounge area. They returned tonight to show changes in their plan. See the attached plan as presented by them. This will be a place for patrons to come read and use their computers. They would be able to bring their own drinks and snacks while in that area. Cal was wondering about supervision of the area. Would it create additional cleaning issues for Martha? Consensus of the Board is to continue planning.

Jill made a motion to provide \$1,000 from the Gift Fund for the redecorating project of the loft. Dick seconded the motion. The motion carried unanimously.

Krystal received no response from Ball State University for landscape design at the library.

Discussion continued on completing a plan for landscaping on the outside of our building. Krystal presented an overview for a plan by Metzger Landscaping and Design (Lisa Metzger). Krystal will contact them to do a consultation meeting. Roger Moriarty has been appointed by Cal to meet with the landscaper and Krystal. Krystal will make the contacts.

Jack made a motion to purchase the Overdrive ebook lending library program allocating \$1,500 from the current budget. Sandi seconded the motion, and the motion passed unanimously.

New Business

Krystal will be going before the Kosciusko County County on May 9, 6:45 p.m., to request an additional appropriation of \$10,000.

The non-residency fee has increased for this year to \$101.71. Krystal will present this proposal next month.

Krystal presented for discussion the income received from the Certificate

of Deposit. Honey made a motion to put the interest of \$1,171.30 in the Investment Account. Sandi seconded the motion, and the motion carried unanimously.

Krystal wrote an AWE Early Literacy Computer Grant for around \$3,000 to provide a self-contained computer. for children ages 2-8. She has not heard anything about receiving the grant.

Krystal presented an AV Circulation Policy change. A change in policy would be to check out dvd's for three days instead of two days. (See attached policy). Honey would like to see dates put on Board policy changes to show when any changes took place.

Krystal presented information about a volunteer policy for the library. She will present this policy at the next meeting.

Krystal wanted to redo the website so that it is easier to update. Computrain will be having a workshop on training in website maintenance. Cal reminded Krystal that she can go ahead if the cost is below \$500.

Maddie will be attending the District I Conference in Michigan City, Indiana, on May 7.

Dick made a motion to transfer \$200.00 from Building and Structures to Advertising and Publication. Honey Seconded the motion. The motion carried unanimously by signature on the resolution.

Adjournment

Jack made a motion to adjourn the meeting. Honey seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:46 p.m. p.m. Next meeting is Tuesday, May 28, 2013, at 6:30 p.m.

Secretary's Signature

Date of Approval:

Old Business

OverDrive – paperwork sent to CompuTrain to complete. When Jon returns papers to me, I will forward them to OverDrive and wait for further instructions.

We will have a separate Reading Program for e-Readers whenever OverDrive is available. Probably sometime this Fall.

Loft area – we are anticipating an August opening. Policies still need to be written. Some more decorating and furniture to purchase.

Metzger Landscaping

Fax machine/Fire alarm. Pull station broken, E.F. Rhoades found a short in the Fire alarm box, so I approved replacing the box. New box was programmed incorrectly. Fax machine wax affected because the security line was attached to 353-1307 fax line AND set to pick up on the first ring back in the firm alarm box, not the fax. Cottage Watch man out twice; when Paul came out, he found the problem and everything works.

Patron self check-out system - quote. Will continue to seek additional companies and ask Warsaw and other libraries.

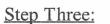
Library property lines—Jim Eads thinks that our property abuts the building next door and that we are responsible for maintaining that area—cut down trees, spray for weeds, etc.

Step One:

Your first step to a beautiful landscape is contacting Metzger Landscaping & Design. We will schedule an appointment to meet with you and evaluate your property. We recommend you establish a budget for the project prior to our meeting and express this openly with our designer. There is a \$25 consultation fee for the initial meeting.

Step Two:

Our landscape designer will meet with you at the proposed project site. Pictures and measurements will be taken, as well as additional information helpful to the design process. We will schedule a second meeting at this time.



During the second meeting, the landscape designer will present the landscape plan and quote to the client. Any necessary changes and/or additions can be made at this time. Upon accepting the landscape plan and quote, both the landscape designer and client will sign a contract. It is at this time that one-half down payment will be collected to begin the project. We will schedule an approximate time for the installation phase to begin.

Step Four:

Metzger Landscaping & Design takes care of all the ordinances and regulations needed for implementation of the proposed landscaping. We contact all utility companies to insure our safety as well as our clients'. Next, the installation of the landscaping begins. The jobsite is left neat and clean at the end of each workday, until the project is completed.

Design Fees:

Our landscape design fee ranges from \$250-\$1000, depending upon the project size. A typical foundation planting plan fee is \$250, with additional areas costing \$50 per area. Hardscaping designs such as retaining walls and patios are quoted upon request. Design fees are refunded to the client if our firm is hired to completely install the landscape.

Do-it-yourself clients may choose to purchase a landscape design for their project and the same design fees as above apply. Our landscape designer can give you an estimate for the design fee after accessing the property.





260-839-4282

Additional Appropriation – Public Hearing

County Council May 9 @ 6:45 pm

Asking for \$10,000 for various places in budget: PERF, advertising, travel,

OverDrive subscription

Financial

New Federal law – interest on CDs now must be paid annually rather than waiting until CD matures

Interest on current CD = \$1171.30

Into which account do you want to place the interest?

Add to CD or to Investment Account?

to pay for new furniture for loft

Kruptalo

May 28, 2013

Agenda

I. Call to order Public Meeting 6:30 PM

A. Welcome guests

- II. Minutes April 29, 2013
 - A. Additions and corrections
 - B. Approved as presented

III. Old Business

- A. OverDrive lending program
- B. Loft area utilization update
- C. Approval of requested Additional Appropriation
 - D. Additional old business, if necessary Metzger Landscoping

IV. New Business

A. Krystal's reports

- 1. AWE grant for children's program
- 2. CompuTrain Summit Workshop
- 3. Additional T-1 line
 - 4. Website tabled
- 5. ISL State Standards Compliance
- 6. Patron self check-out systems
- 7. 2014 budget workshop
- B. Approval of bills

V. Adjournment

C. Additional new business if necessary djournment Lisolution - Non-res fee Awector's report



Tuesday's meeting agenda

1 message

Krystal Smith <smithkrystal66@gmail.com> To: Cal Jackson <cal@creightonbrothersllc.com> Wed, May 22, 2013 at 11:12 AM

June meeting will be the month of updates. Seems like a lot to cover, but most will be brief.

Old Business

Loft area Landscaping--Metzger Additional Appropriation--approved OverDrive lending program AWE grant for Children's computer CompuTrain Summit Workshop Website Policy changes-postponed until July Additional T1 line

New Business

ISL State Standards Compliance Patron self-check-out systems 2014 Budget workshop

Thanks, Krystal

Clase for Mentone Days on Sato, Book Sale Th, Fri

Library Board Meeting Tuesday, May 28, 2013

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

Jack signs

Members Absent: Dick Webb and Jack Fisher

Meeting was called to order at 6:34 pm. No members of the public were present.

Following a review of the minutes, Jill made a motion to accept the minutes as presented; Sandi seconded. Motion passed all in favor.

Old Business

OverDrive. Krystal updated the Board about the e-book lending program OverDrive. Contract was signed. Krystal received an application for vendor information. She will contact CompuTrain to assist in completing the form and will keep the Board updated on the progress.

Loft. Updates for the loft area include these purchases: sofa from Time after Time for \$400. Tables from Ind. Restaurant Supply were \$579. Chairs already owned by the library will be used in this area.

Some decorating and possibly painting will be done later. When Krystal mentioned that a valance may be hung in one of the windows, Sandi cautioned to make certain that the fabric is fire-proof and that they not be hung too close to the ceiling, as per fire code.

Additional Appropriation. Approved both by the County Council and the DLGF. She noted that the process was more involved and more time-consuming by going before the Council than when the process was locally controlled. She will contact legislators to let them know of this inconvenience.

Metzger Landscaping. Roger and Krystal met with Leesa Metzger. Lengthy discussion was held on wants and needs for this area. Leesa will submit a proposed plan for the Board to examine. If received before the June Board meeting, Krystal will mail the design to Board members. Still looking for someone to take the pea gravel in order to keep landscaping costs down.

Additional Old Business

Fire Pull Station Broken. Senior Room was rented out for a baby shower on May 19, one of the children present pulled the fire alarm. Brenda Cody, BMPL staff was here so she tried to silence the alarm. She contacted Cottage Watchman, who sent a repairman. The pull station's toggle switch had been broken in the process, making the unit damaged beyond repair. A new pull station was installed.

The repair technician also checked the panel box in the equipment room and found a short in the alarm board. Cost to repair will be approximately \$850, which includes the new pull station and labor.

Discussion followed as to who is ultimately responsible for these types of expenses because using the Senior Room is not authorized by the Library. Cal asked Krystal to draft a letter requesting that a representative of the Seniors be present during those activities when the Senior room is being rented.

Because staff who were working that day were uncertain as to what procedures to follow, Sandi and Honey suggested that the Staff have a fire drill and learn safety procedures. Krystal will address this problem and report on progress at next meeting.

New Business

Grant. Krystal met with Ashlee Slone, representative of the DEKKO Foundation to finalize the grant that the Library is applying for to purchase an AWE Early Learning Station. Ashlee's assistance was very informative. Our grant will be in the next cycle which falls in July. Krystal will keep us informed.

CompuTrain Summit Workshop. Deb attended both days. Updates on the bookkeeping module was the primary focus. She noted that the Computer Time Management module would work for our library.

New legislation to take effect July 1, 2013 will mandate libraries and other municipalities establish written contracts with maintenance vendors. Deb and Krystal will ask for more details at the Budget Workshop.

Additional T1 Line. Is scheduled to be installed some time in June. This should help with the overload that we have been experiencing.

Website. CompuTrain is working on a new website design for the library. As Krystal did not attend the Summit workshop, this was tabled until the next meeting.

ISL State Standards. Krystal read a note from ISL Librarian Roberta Brooker that BMPL is in compliance with state standards for 2013.

Patron self check-out station. Krystal received one quote and will pursue finding other vendors for comparison pricing. Tech Logic Corp. quoted the following: Software, installation & training \$2600. PC, scanner, Touch-screen monitor and Printer are also needed, but could be purchased locally.

Board inquired if Destiny Follett had the capability for patrons to renew materials on-line remotely. Krystal will investigate and report back.

Workshops. Krystal noted that the 2014 Budget workshop will be June 5 as a webinar here at the Library. Deb will also participate. DLGF is holding a Gateway demonstration/workshop on June 7 in Peru. Krystal will attend to learn the modifications that have been made to the online budget program.

Approval of Bills. Jill motioned to accept the payment of claims as presented. Honey seconded. Motion passed unanimously.

Additional New Business

Non-Resident Fee. Honey made a motion to approve the Resolution to establish the Non-Resident fee to be \$101.71 effective June 1, 2013. Roger seconded; motion passed all in favor.

Library Property maps. Krystal distributed maps showing the library property. Discussion focused on which land parcels are legally owned by the library. One map indicates the back area is owned by the Railroad. Jill will try to find out who owns the land in back and adjoining properties.

June Board Meeting. Cal informed the Board he will not be present for the next Board meeting, leaving Roger to fill in as President Pro Tem.

Director's Report

The Library Book Sale will be Thursday & Friday, May 30 & 31 from 9-5 both days. Shelly and Brenda will be in charge with proceeds going towards Teen programs.

Krystal asked that the Library be closed on Saturday, June 1 as Mentone Egg Festival and Parade will be that day. In the past, staying open created more complaints and additional maintenance work. Roger made the motion to close that Saturday; Sandi seconded. Motion passed all in favor.

Adjournment

Roger made a motion to adjourn with Sandi seconding. Motion passed unanimously.

Meeting adjourned at 7:29 pm.

\bigcap	$\Lambda \rho \Lambda \rho$	
Secretary's Signature	ack the	
Date of Approval		

Old Business

OverDrive – paperwork sent to CompuTrain to complete. When Jon returns papers to me, I will forward them to OverDrive and wait for further instructions.

We will have a separate Reading Program for e-Readers whenever OverDrive is available. Probably sometime this Fall.

Loft area – we are anticipating an August opening. Policies still need to be written. Some more decorating and furniture to purchase.

Metzger Landscaping

Fax machine/Fire alarm. Pull station broken, E.F. Rhoades found a short in the Fire alarm box, so I approved replacing the box. New box was programmed incorrectly. Fax machine wax affected because the security line was attached to 353-1307 fax line AND set to pick up on the first ring back in the firm alarm box, not the fax. Cottage Watch man out twice; when Paul came out, he found the problem and everything works.

Patron self check-out system – quote. Will continue to seek additional companies and ask Warsaw and other libraries.

Library property lines—Jim Eads thinks that our property abuts the building next door and that we are responsible for maintaining that area—cut down trees, spray for weeds, etc.

New Business

✓ ISL Standards Compliance

 $\sqrt{Patron self check-out systems}$

2014 Budget workshop – June 5 Webinar 10-4

Gateway Budget workshop - June 18 Peru instructions on using Gateway



Additional Appropriation

Approved by County Council and DLGF

Appointment to Warsaw Library Board.

Asked him why he wanted to serve.

They will get basically the same response from everyone. Not a paid position. Not for monetary purposes.

OverDrive

Signed the contract. Waiting to hear from the Consortium for instructions

Indiana Digital Download Library Consortium

New Business

DEKKO grant

Met with Ashlee Slone who is liaison between grant seekers and DEKKO Board. They are very glad to help but they also want some kind of return for their money. They want their money to help people be better at whatever problem we are trying to solve.

She needed clarification on some points and more information. Lack of info in some instances was due to the online application. Does not allow for explanations.

Additional T1 Line

Installed a second box in Tech. room

waiting for the line to be sun any time starting May 25 Brian Hubbard - ena - supplier of Internet pervices

> e-mail that we are on the list

New Business - 2

CompuTrain Summit

Deb attended both Thursday and Friday

Problems that she was having—discovered that others are experiencing same difficulties. CT staff implied that it was Deb's fault, so she spoke with Ron and he said to contact him if she had any problems.

Major changes in CT bookkeeping module

Time management module would be good for us with computer users, as we can customize the time for each patron

New legislation about establishing contracts with maintenance vendors. Currently we only have a few—mostly with fire and HVAC vendors. (Rob's Carpet, Anweilers, Jim Eads, N.E.W. Plumbing, BeClean Windows) does it also include maintenance on equipment?

Takes effect July 1, 2013. Will ask for more information at the budget workshop next Wednesday, June 5.

Director's Report

Book Sale

Thursday & Friday May 30 & May 31 9-5

Mentone Days

tone Days Close on Saturday?? Hot Party those scheduled Did this last year with no repercussions.

Had more complaints the years we've been open--restroom mess, no toilet paper, no drinking fountain, no parking spaces

Additional Old Business

Fire alarm broken.

Senior's rented the room last weekend for a baby shower.

Mother came with 3 children. Two oldest were running around; Brenda Cody got after them a couple of times.

5-yr. Old girl pulled the fire alarm. Brenda couldn't get the alarm to quit, so she called Rhoades. Service tech tried talking Brenda through the procedure to silence the alarm—didn't work.

Toggle switch was missing.

Service guy came, opened the alarm box and discovered that the toggle switch was broken off. Looked like someone had tried to push the lever back up and that broke the switch.

Guy manually disabled the alarm. Monday Rhoades came and found that the alarm board has a short. Shouldn't have happened.

Estimated total cost to repair alarm board \$650, labor/materials

Replaced pull station fire alarm

\$200

Total

Who should pay?

Inspect once a year—August.

Jue drill

\$850

a yeu jo



Furniture

Sofa	Time after Time	\$400		
Tables	Ind. Restaurant Supply	\$579 for 4 tables		
Chairs	Using metal/upholstered chairs already in the loft			
Bench	To be built and installed at a later date			
Walls	May paint one or two walls and decorate			

Martha's concerns

not responsible for upstairs, other than what she already does every night staff will check wastebasket upstairs; empty if needed

weight limit—discussed and approved

V curtains-fire marshall fire proof to close to ceiling

Landscaping Backyard

Roger and I met with Leesa Metzger and presented our ideas.

Leesa made some suggestions, mostly moving some plantings.

She does want to keep the wood fence as a noise-reducer. Train came by while we were standing outside, so she could tell how loud it gets.

Pea gravel—removing and hauling it away to keep costs down?

5000

Reminder: Josh Warren and his mother occasionally come in and may ask what is happening with the backyard.

Receive the proposed plan. Will mail you copies.

Ask Leesa to attend June meeting?

Krystal Smith

From: Sent: To: Subject: Attachments: Steve Day [SDay@tech-logic.com] Friday, May 03, 2013 1:43 PM Krystal Smith Self check out info Baxter County AR Checkout kiosk3.jpg

Krystal, nice talking with you. Here are the costs for a barcode self check out station – PC - \$775 Scanner - \$255 Touch-screen monitor - \$690 Printer - \$440 Software - \$2,000

Plus installation and training - \$600

As I said, if you have any of the above items to spare, you don't need to buy them again. I've attached a photo for you too.

Let me know if you need anything else! Steve



Steve Day Library Sales Consultant Tech Logic Corporation 1818 Buerkle Road, White Bear Lake, MN 55110 TF: 800-494-9330 Dir: 651-389-4915 Cell: 612-790-1646 sday@tech-logic.com www.tech-logic.com





Parcel ID Sec/Twp/Rng Property Address

 Alternate
 1671405050

 ID
 IO

 Class
 LOCALLY ASSESSED PROPERTY OWNED BY A RAILROAD COMPANY-COMMERCIAL

 Acreage
 0.01

Owner Address CSX Transportation Inc c/o Norfolk Southern Railroad 110 Franklin Rd SE PO Box 28 Roanoke, VA 24042

District Brief Tax Description

016-010-070

n/a

Mentone Franklin 016-010-070 LEASED LAND BELL MEMORIAL PUBLIC LIBRARY TR S OF LOTS 217 & 218 NW NW 1-31-4 .01A PER CALC (Note: Not to be used on legal documents)

Last Data Upload: 5/28/2013 4:09:08 AM

June 24, 2013

Agenda Bell Memorial Public Library

I. Call to Order A. Welcome guests

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- II. Minutes May 27, 2013
 - A. Additions or corrections
 - B. Approved as presented
- III. Old Business
 - A. OverDrive update
 - B. Loft area
 - C. Metzger Landscaping
 - D. Fax machine/new Fire Alarm Box
 - E. Patron self check-out station
 - F. Library property lines
 - G. Additional Old Business, if necessary
- IV. New Business
 - A. Quine Freeman annual inspection
 - B. Cottage Watchman Video security system
 - C. 2014 Budget
 - D. Staff evaluations
 - E. Additional New Business, if necessary
- V. Approval of Bills
- VI. Adjournment

Library Board Meeting

Minutes – June 23, 2013

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

Members absent: Cal Jackson

Roger called the meeting to order at 6:30 p.m. Dick made a motion to accept the minutes of the May Board meeting. Honey seconded the motion. The motion carried unanimously.

Call to Order

In the absence of the President, Vice President, Roger Moriarty called the meeting to order at 6:30 PM. No members of the public were present.

Roger read the minutes from the December 27, 2013 meeting. Dick made the motion to accept the minutes as read; Sandi seconded. Motion passed all in favor.

Old Business

Krystal gave a report on Overdrive.

The Loft area was discussed. They are not doing much right now because of the summer reading program.

A new Fire Alarm box was installed because the previous one did not work properly because of a short.

The Patron self check-out station was discussed. Krystal will seek more prices for systems.

Krystal will check into the issue with the property line.

New Business

Krystal gave an update on Quine Freeman annual inspection. They made a worksheet for each unit and every unit is working properly. The price for maintenance for the coming year remains the same as this year (\$910.00).

Cottage Watchman gave a quote for a video security system. It is \$5,280 for this cost. Krystal has a detailed quote. She will get more quotes and wait until the end of the year to do anything in this area.

Krystal gave a Budget Calendar 2014 to Board Members. Sept 12 is the County Council non-binding review. Krystal will attend that meeting. (See attached copy of 2014 Budget Calendar.)

Krystal has decided to wait on evaluation of staff until budgets are established to look at money available for salaries and raises. That will probably happen in a couple of weeks.

Krystal talked about the issue of no computer policy to address persons listing a purpose for what they are doing on the computer.

We received \$2,899 for our certified levy (the old June Tax Draw).

Honey brought up the double doors or a gate to be put in the Senior section to prevent people from running throughout the building. Dick mentioned that it is a fire hazard to only have one exit. A gate was mentioned, but that presents the same safety hazard.

Roger brought up if the Board would be interested in opening a day care/preschool program. The consensus of Board members was no.

Roger led a discussion of the landscaping project. The estimate is \$51,700. The Board went out to check the layout. Krystal discussed the possibility of using one of the cd's from the Gift Fund. There would be a penalty for early withdrawal of the cd. That would be approximately \$300.00. Some further clarifications are needed before final decisions are made. Roger asked about permits. Jill says we have our own building inspector and would not have to go through the County. Roger would like to see a walkway in front of the fencing. This would act as a barrier to keep a car from getting too close to the fence.

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

Jack brought up the sign and the messages left on too long. We will check on having a young person do it. Jack will come in and look at the program. Sandi has an idea for someone helping with the program.

Adjournment

Jack made a motion to adjourn. Dick seconded the motion. The motion carried unanimously.

Secretary's Signature:

Date of Approval: _____

Agenda

I. Call to order Public Meeting 6:30 PM

A. Welcome guests

- **II. Minutes** June 24, 2013
 - A. Additions and corrections
 - B. Approved as presented

III. Old Business

- A. Patron self check-out station
- B. Property line issues
- C. Landscaping project
- D. Additional old business, if necessary

IV. New Business

A. Krystal's reports

- 1. Frank and Jerry Smith Fund update
- 2. Bond for Treasurer
- 3. Misc. reports

B. Vote to advertise 2014 budget

- C. Resolutions to transfer 2013 Budget items
- D. Approval of bills
- E. Additional new business if necessary

V. Adjournment

Library Board Meeting

Jack Signs

Minutes – July 28, 2013

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

Members absent: Roger Moriarty

Call to Order

Cal Jackson called the meeting to order at 6:34 PM. No members of the public were present.

Cal called the meeting to order at 6:34 p.m. Jill made a motion to accept the minutes of the June, Board meeting, with corrections. Honey seconded the motion. The motion carried unanimously.

Roger read the minutes from the December 27, 2012 meeting. Dick made the motion to accept the minutes as read; Sandi seconded. Motion passed all in favor.

Old Business

Property Line Issues - Jill reported on the issue of the Honey made a motion to give pea gravel to the town of Mentone in exchange for the pea gravel on Library property. Dick seconded the motion. Discussion was held. The town will move the pea gravel to opposite of the fence. We will give the town the remainder of the pea gravel. This will all occur when the Board redoes the fenced in area. The motion carried unanimously.

Landscaping Project - Honey wanted to obtain other bids for the fenced-in area so that the library obtains the best pricing. In other discussion on the issue, Jill would like to see the library personnel sweep the sidewalks and pick up trash. The Board felt that the cost is quite hefty. The Board would like to do something to address the looks of the outside of the building, but the cost may be too much.

Jack made a motion to remove the fencing, trees, pea gravel and cover the area with mulch and this would be called Phase 1 of outdoor restoration. Dick seconded the motion. The motion carried unanimously.

Sandi reported that her son is willing to help learn how to do the outdoor sign. He will come in and talk to Krystal. The question of nepotism came up, and Sandi recommended that Krystal talk to the ICE program.

New Business

Frank and Jerry Smith Fund Update – Krystal gave the Board members a copy of the Kosciusko County Community Foundation Memorial Fund for the Bell Memorial Library. (See attached sheets.) There will be a distribution given to the library during the 2014 year.

Bond for Treasurer – Jill's bond has been approved.

Transfers in Budget – Jill made a motion to move \$500.00 from Repair and Maintenance to Other Office Supplies, \$250.00 from Office Supplies to Operating Supplies, \$80.00 from Other Insurance to Official Bonds, \$12.50 from Dues and Fees to Freight and Express, \$900.00 from Repairs – Equipment to Professional Services, and \$200.00 Software Public to Equipment – Technology. Honey seconded the motion. Approval was by signature, and the motion carried.

Vote to Advertise the 2014 Budget – Krystal gave copies of fiscal information for the 2014 Budget. (See attached copy.) She also gave "Amortization Schedule for 2014 (See attached copy.) Also, Krystal provided the Budget Estimate for "Debt Service" and "Budget Estimate – Financial Statement – Proposed Tax Rate." (See attached copy.) She also gave "Budget Estimate for General Fund." (See attached copy.) Cal asked about what the Affordable Health Care Act will do to our budget. Krystal said she thought that it applied to firms with 50 employees. Sandi made a motion to advertise the General and Debt Fund Budgets for 2014. Dick seconded the motion. The motion carried unanimously.

Krystal reported the August meeting will be held to have a public hearing and the September meeting will be to adopt the budget.

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

Adjournment

Honey made a motion to adjourn the meeting. Jill seconded the motion. The motion carried unanimously.

pek Secretary's Signature: Date of Approval:

Library Board Meeting – July 29, 2013

NOTES

Pay unemployment tax? Per Deb: NO. We file paperwork but don't pay.

Landscaping in back: Town will remove pea gravel free of charge and use by our fence on west side of parking lot

Suggestion by Board to consult with several professional landscapers: Culver, Ft. Wayne, Price Nursery- Plymouth

Long-term maintenance costs – how and from where will a maintenance position be paid – undecided

Board to Staff: Morning routine—sweep sidewalk & pick up trash Evening routine—pick up trash

Back window on Day Care alley—need painted?

Landscaping in phases:

Phase 1 Fall 2013 Remove fence, pea gravel, trees, mulch cover installed

Phase 2 Winter Consult other landscapers for ideas and designs

Memorial Garden: public might offer to pay or donate materials

LED sign: Paul Schaeffer was interested in programming the sign but due to nepotism policy he is not legally able to be paid, since Sandy is on the Board

Contact ICE program for possible programmer



When Charles Develope Strete

FUND REPORT JUNE 30, 2013

FRANK D. AND GERALDINE "JERRY" L. SMITH MEMORIAL FUND FOR THE BELL MEMORIAL LIBRARY

Beginning Fund Balance 7/1/12	Year-To- Date 0.00
Plus Receipts: Contributions Interest & Dividend Income Realized Gain/(Loss) on Sales Unrealized Gain/(Loss) on Market Total Receipts	100,000.00 2,090.54 599.84 2,958.65 105,649.03
Less Disbursements: Grants Paid Investment Expenses Credit Card Gift Processing Costs KCCF Administrative Fees Legal/Miscellaneous Expenses Total Disbursements	0.00 184.91 0.00 530.18 0.00 715.09
Net Transfers Ending Fund Balance	0.00 104,933.94
Dollars Available for Distribution	0.00

Contribution detail this period:

Donor	Date	Amount
Frank D. and Geraldine "Jerry" L. Smith Administrative Trust	12/11/2012	100,000.00
*** Total Gifts:		100,000.00

No grants this period.

This e-mail message has been scanned for Viruses and Content and cleared by MailMarshal

Krystal Smith

From: Sent: To: Subject: Amy Donley [amy@kcfoundation.org] Thursday, July 25, 2013 9:35 AM Krystal Smith Fund Report for June 30, 2013

NOTE: Not a Duplicate

(If you receive multiple emails, each one contains a different fund report at the bottom.)

Greetings:

Thank you for choosing the Community Foundation to help you and your family with your charitable giving. It is our great pleasure to serve you. We understand that gifts to us from families like yours impact our community, now and in the case of endowment funds, forever.

Did you know that while some folks decide to make gifts during their lives, others choose to make their largest gifts at the time of their death? These powerful testaments to their values and character make a lasting impression on their families, their friends and their communities. They leave a path of footprints for others to follow.

Thoughtful estate planning is one means we all have to make a print in the sands of time, to help others recall our priorities. Consider the effect of a plan that not only includes provisions for family members, but also provides resources for charitable organizations, or establishes an endowment fund for your favorite charity at the Community Foundation.

It was St. Francis of Assisi who wrote: "Remember that when you leave this earth, you can take with you nothing that you have received – only what you have given: a full heart enriched by honest service, love, sacrifice and courage."

There is something about a well-planned estate gift that influences others "to go and do likewise". Call the Community Foundation today for more information about leaving a legacy. We are here for you.

The Fund Report for the Frank D. and Geraldine "Jerry" L. Smith Memorial Fund for the Bell Memorial Library follows. It covers the period beginning July 1, 2012 through June 30, 2013. Remember, you will receive a separate report for each fund you hold at the Foundation. Please let us know if you have any questions.

Sincerely,

Amy Donley Director of Finance Kosciusko County Community Foundation, Inc. 102 E. Market Street, Warsaw, IN 46580 P. 574-267-1901 F. 574-268-9780 www.kcfoundation.org



Confirmed in compliance with National Standards for U.S. Community Foundations

Aug. 26, 2013

Agenda

I. Call to order Library Budget Public Hearing 6:30 PM

II. Call to order Public Meeting 6:45 PM A. Welcome guests

III. Minutes July 29, 2013 A. Additions and corrections

IV. Old Business

- A. Landscaping project
- B. Additional old business, if necessary

V. New Business

- A. Krystal's reports
 - 1. Building issues
 - a. Carpet cleaning---Rob's carpet Service
 - b. Fire alarm inspection
 - 2. e-Rate Consortium Resolution for approval
 - 3. Employee evaluations
 - 4. -NICCL-IT contract renewal
 - 5. Book Buddies Kits
- B. Resolutions to transfer 2013 Budget items
- C. Approval of bills
- D. Additional new business if necessary

I. Adjournment

Library Board Meeting

Jack signs

Minutes – August 26, 2013

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

Members absent: Roger Moriarty and Sandi Schaeffer.

Call to Order

Cal called the Regular Board Meeting to order along with the Public Meeting at 6:30 p.m. Dick made a motion to accept the minutes of the July 28, 2013 Board meeting, with corrections. Jill seconded the motion. The motion carried unanimously.

The Public Meeting was closed at 6:45 p.m. with no public members present.

Old Business

Krystal gave Board members a synopsis sheet of a possible Landscape project presented by Price Nursery of Plymouth, Indiana. A complete design will be submitted.

Some discussion was held as to what the timeline was for the outdoor project. Jill still needs to talk with Josh about the pea gravel and the fence.

New Business

Krystal had Rob's Carpet Service do all of the carpet except Day Care area and Seniors area. The cost was \$1,000, and she wants to have all of the carpets cleaned at one time.

Cottage Watchman came and inspected the fire alarm system at a cost of \$325.00. Everything passed inspection.

The Board was presented with the e-Rate Consortium Resolution Contract. Dick made a motion to approve the e-Rate Consortium Resolution. Jack seconded the motion. The motion carried unanimously. Krystal will be attending the County Council meeting on September 12 for approval of the budget.

Employee evaluations will be coming.

Krystal presented the NICCL-IT contract for renewal. This is the technology group. Chester is the current company. Two other companies can be chosen. They will make a decision in October.

Brenda, Shelly, and Maddy are working to make the Book Buddy Kits available. They will make a display out front to promote the kits which can be checked out.

Krystal presented Resolutions to Transfer. Jill made a motion to make the following transfers: \$500 from Other Repair Supplies to Repair Parts, \$500 from Other repair Supplies to Operating supplies, and \$32.25 from Taxes and Assessments to Dues and Fees. Then between major budget classifications: \$750 from Building Insurance to Young Adult Books and \$500 from Building Insurance to Other Office Supplies. Dick seconded the motion. The motion carried unanimously.

Bob's Lock and Key came and cleaned the Main Door and the Employee Bathroom door. A new break bar will be purchased for \$100.

Jill made a motion to approve the bills and Honey seconded the motion. The motion carried unanimously.

Jill asked about the ebooks and where we were at with acquiring them. Krystal will be checking on other sellers.

Cal asked about anything that has been done about getting someone to do the signage. Krystal said no. Sandi's son could not do it.

Adjournment

Jack made a motion to adjourn the meeting. Dick seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:20p.m.

Secretary's Signature: Date of Approval:

OLD BUSINESS

Landscaping project

Price Nurseries

Measured and took photos

Recommendations:

Keep butterfly bushes but "cut them way back" Keep leaning tree by fence--Hard to come by and expensive Tree by wire fence in front—weeping variety of some sort wasn't familiar with it. ??? to keep it

Alley way—will not do much with that area—too small

Replace sod/grass with ground covers. Hardy, low-maintenance many pretty varieties available

Substitute nice shade trees for the pergola @ cost of \$2000

Will submit a design in a few weeks

Estimated cost: low--\$10,000; mid-range \$15,000; high--\$20,000 don't think that includes fence or the pergola but may include the pavers

NEW BUSINESS

Director's reports

4. NICCL--IT contract renewal

Meeting held in Rochester last Wed. every 3 years rebid contract for service 3 bidders: Chester, Intrasect, ENS Review and vote at October meeting Every NICCL library has option of using the contracted company or using another IT company

5. Book Buddies Kits

Brenda, Shelly & Maddy are working to make the kits available for circulating to the Public, Pre-schools, Day Cares, Head Start

- a. determine items missing from kits and replace if possible
- b. through the original DEKKO grant, BMPL will be reimbursed for purchases of missing items
- c. make certain every kit is labeled correctly
- d. Notebook of kit contents is being recopied and new descriptions will be added for new kits
- e. either purchase or have shelving built to accommodate the kits in the storage room. Being done to make room up in the loft area.

Additional

NEW BUSINESS

BUILDING

Bob's Lock and Key

cleaned repaired employee entrance lock

Made 6 keys to emp. Entrance

Will return to replace handle on Emp. Bathroom door

- \$400 to replace handles that match what we have on the doors throughout the bldg.
- \$100 to replace handle with somewhat different design

RESOLUTIONS TO TRANSFER

Line Items within a Budget Category:

\$500	FROM	Other repair supplies	ТО	Repair parts
\$500	FROM	Other repair supplies	то	Operating supplies
\$32.25	FROM	Taxes & Assessments	ТО	Dues and Fees

Between Major Budget Classifications:

\$750	FROM	Building Insurance	ТО	Young Adult Books
\$500	FROM	Building insurance	ТО	Other Office Supplies

RESOLUTION TO TRANSFER LINE ITEMS WITHIN A BUDGET CATEGORY

WHEREAS, it has been shown that certain existing appropriations in the Library's Operating Fund now need to be transferred from one Line Item to another within a Budget Category,

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

TRANSFER FROM Taxes : Assessments	AMOUNT <u>\$ 32.25</u>
Budget Category 100, 3.15	
TRANSFER TO <u>Dues and Fees</u> Budget Category <u>100, 3, 07</u>	amount_ <u>\$32.25</u>
Adopted this <u>26 H</u> day of <u>August</u>	, 2013.
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Call Ball	
Rechard Ohll	
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Juk Jun	

RESOLUTION TO TRANSFER BETWEEN MAJOR BUDGET CLASSIFICATIONS WITHIN THE LIBRARY OPERATING FUND

WHEREAS, it has been shown that certain existing appropriations in the Library's Operating Fund now need to be transferred from one Major Budget Classification 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 Building insurance AMOUNT	\$ 500,00
Budget Category 100, 3, 19	
TRANSFER TO Other Office Supplies AMOUNT	\$ 500.00
Budget Category 00. 2.00	

Adopted this	210 th	day of	August	, 2013 .
			·J	

AYE onego Ku

NAY

Attest: Secretary of Appropriating Body

RESOLUTION TO TRANSFER BETWEEN MAJOR BUDGET CLASSIFICATIONS WITHIN THE LIBRARY OPERATING FUND

WHEREAS, it has been shown that certain existing appropriations in the Library's Operating Fund now need to be transferred from one Major Budget Classification 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 Building Insurance.	amount \$750.00
Budget Category <u>100.3.19</u>	
TRANSFER TO Young Adult Books	AMOUNT \$750.00
Budget Category <u>100, 4, 08</u>	

26 th day of AUQUST 2013 . Adopted this

AYE

 NAY

RESOLUTION TO TRANSFER LINE ITEMS WITHIN A BUDGET CATEGORY

WHEREAS, it has been shown that certain existing appropriations in the Library's Operating Fund now need to be transferred from one Line Item to another within a Budget Category,

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

TRANSFER FROM <u>Other repair Sup</u> Budget Category <u>100, 2, 05</u>	<u>plies</u> amount_	\$ 500,00
TRANSFER TO <u>Repair parts</u> Budget Category <u>100, 2, 02</u>	AMOUNT _	\$ <u>500.00</u>
Adopted this 26 4/ day of	August	2013
AYE		NAY
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Attest ary of Appropriating Body

RESOLUTION TO TRANSFER LINE ITEMS WITHIN A BUDGET CATEGORY

WHEREAS, it has been shown that certain existing appropriations in the Library's Operating Fund now need to be transferred from one Line Item to another within a Budget Category,

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

TRANSFER FROM <u>Other repair supplie</u> Budget Category <u>100, 2, 05</u>	<u>s</u> amount <u>\$500,00</u>
TRANSFER TO <u>Operating Supplies</u> Budget Category <u>100, 2, 01</u>	amount_ <u>\$500,00</u>
Adopted this <u>26 th</u> day of <u>Augu</u>	<u>ist , 2013</u> .
AYE Alauland Hille Amyd Kur Juk John	NAY

Attest: Secretary of Appropriating Body

September 30, 2013

Agenda

- Call to Order Public Meeting 6:30 PM A. Welcome guests
- II. Minutes of August 26, 2013
 - A. Additions and corrections
 - B. Approved as presented
- III. Old Business

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- A. Building/Maintenance
 - 1. Landscaping- Price Nursery
- B. OverDrive e-Book update
- C. Additional old business, if necessary

IV. New Business

- A. 2014 Estimated COIT payments
- B. Resolutions to Transfer between Budget Categories
- C. Employee evaluations
- D. Approval of bills
- E. Director's Report
- V. Adjournment

Library Board Meeting

Minutes – September 30 2013

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

Members absent:

Call to Order

Cal called the Regular Board Meeting to order along with the Public Meeting for the 2014 at 6:35 p.m. Honey made a motion to accept the minutes of the August 26, 2013 Board meeting. Dick seconded the motion. The motion carried unanimously.

The Public Meeting was closed at 7:00 p.m. with no public members present.

Old Business

Discussion was held on a plan to landscape the outdoor area. (See the attached design.) The Board was presented with a plan from Price Nursery. Discussion involved an amount of money to spend. Jill made a motion to spend up to \$55,000 from the Gift Fund for the landscaping of the outdoor area and a bid on an annual maintenance contract. Roger seconded the motion. The motion carried unanimously. Krystal will relay the Board's feelings about changes to the plan.

Krystal gave an update on OverDrive ebooks. All you need is your barcode and your zip code. It came online today.

New Business

The estimated amount the Bell Library will receive from COIT payments for 2014 will be \$73,929.25.

Krystal presented Resolution To Transfer between Major Budget Classifications within the Library Operating Fund. Jill made a motion to transfer \$400 from Advertising and Publishing to Children's supplies and \$600 from Building Insurance to Operating Supplies. Honey seconded the motion. The motion carried unanimously.

Krystal presented the evaluation of Bell Memorial Library employees. Cal suggested that Board members take the evaluations and read them at a later time. These records are strictly confidential, and these records needs to be kept private. If there are are concerns, we will discuss next month.

Library received approximately \$1,500 from the LSTA grant of our internet service.

Cal asked about the project with the Bell Museum on scanned pictures. Krystal indicated the project has just been completed and the Board will have to decide how they want to display these pictures. Krystal will ask the tech people if the pics can be attached by hard drive to our web page.

The Auditor is coming Wednesday, October 2 to Thursday, October 9, 2013.

Jack made a motion to pay the bills. Roger seconded the motion. The motion carried unanimously.

Honey would like Krystal to come up with guidelines for a maintenance person. Going along with this, the Board will spend time focusing on future plans for the library building.

Adjournment

Roger made a motion to adjourn the meeting. Honey seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:50 p.m.

Secretary's Signature; Date of Approval:

Oct. 28, 2013

Agenda

I. Call to order Public Meeting 6:30 PM A. Welcome guests

II. Minutes Sept. 30, 2013 A. Additions and corrections

III. Old Business

- A. Landscaping project--Price Nursery
- B. Audit Review
- C. Maintenance position?
- D. Additional old business, if necessary

IV. New Business

- A. Krystal's reports
 - 1. Building issues
 - a. Quine-Freeman inspections repairs report
 - 2. Resolution to adopt 2014 budget
 - 3. Board members appointments (Roger and Cal)
 - 4. Other general reports if time permits
- B. Approval of bills
- C. Additional new business if necessary

V. Adjournment

Library Board Meeting Minutes – October 28, 2013

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

Members absent: None

Call to Order

Cal called the Regular Board Meeting to order along with the Public Meeting for the 2014 at 6:35 p.m. Roger made a motion to accept the minutes of the September 30, 2013 Board meeting. Honey seconded the motion. The motion carried unanimously.

Old Business

Price Nursery did not get a price for outdoor landscaping. They will not provide the pergola. The Board will wait for a quote.

The auditors from the State of Indiana completed their audit on the Bell Library financial books. Krystal has not received an official written report from the State Board of Accounts. We do need to adopt a salary ordinance every year. It was suggested that the sheet contain current salary, years of experience, and position. The next sheet needs to be updated by December 31, 2013.

Honey brought up the need to make a job description for a maintenance position for the 2015 budget. Cal wondered about having a Temp service to provide someone for certain days to come in and complete a list of items that need to be done. Cal asked that a list of maintenance items be developed by the staff that a person could do.

SANDI BROUGHT UP ABOUT THE PAINTINGS WE HAVE COMING FROM ROBERT HUDSON. Krystal has a letter that says paintings are to be completed by December 30, 2013.

New Business

Krystal is looking at changing schedules to accommodate the use of tablets by High School students. More information to follow.

Krystal brought up the possible change in the way the Internet is being provided to the library.

After the first of the year, Krystal wants the library to come up with a new brochure for Memorials and Gifts.

Krystal presented two resolutions for Board approval:

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

Transfer from Software-Public, \$500.00 to Books-Young Adult, adopted October 28, 2013.

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

Transfer from Misc. Program Supplies, \$500.00 to Cleaning Supplies, adopted October 28, 2013.

Sandi made a motion to accept the resolutions as presented. Honey seconded the motion. The motions carried unanimously.

Dick made a motion to adopt the 2014 budget for the Bell Memorial Library. Roger seconded the motion. The motion carried unanimously.

Krystal will be posting in several places, the job description to replace Cal Jackson.

Jill made a motion to approve the bills. Honey seconded the motion. The motion carried unanimously.

Adjournment

Roger made a motion to adjourn the meeting. Jill seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:30 p.m. Secretary's Signature:

Date of Approval:

New Business

State Board of Accounts Audit

Recommend the Board adopt a Salary Ordinance every year to include:

Position

Hourly Rate or Salary

changes or additions: raises or benefits

November meeting Copy in minutes Check # SBOA Check # SBOA ordinance - definition ordinance - definition # yrs service cartification level

Director's Report

Change in Hours

Mon-Tues-Wed-Thurs	9 am – 7 pm
Friday, Saturday	9 am – 5 pm
Sunday	1 pm – 5 pm

Tippy Valley Kids have received their tablets.

Through November and December we will conduct informal in-house surveys and use parents' input/complaints to determine whether or not to change our hours.

That will also allow time for Brenda to find staff who are willing to work those extra hours.

Brenda has noted #

Library Board Meeting November 25, 2013

Members present: Honey Kuhn, Jill Gross, Roger Moriarty and Cal Jackson. Krystal Smith, Library Director, was also present.

Members absent: Dick Webb, Sandi Schaeffer, and Jack Fisher

Call to Order

Meeting called to order at 6:33 pm by President Cal Jackson.

Minutes from the October 28, 2013 meeting were presented. Motion to approve the minutes as presented was made by Jill and seconded by Honey. Motion passed all in favor.

Old Business

Discussion was held on Price Nurseries plan for landscaping the back area. The next steps will be as follows: Jill will get quotes on the pergola; Roger will inquire about fence prices; and Honey will get quotes for the stamped concrete. Krystal will get quotes from Wabash Valley for picnic tables, two 6' benches and 4 trash cans. All will report their findings at the December meeting.

Martha submitted her verbal resignation. Her last day will be December 31, 2013. Discussion followed with several choices for the Board to decide: combine the maintenance and janitor positions; contract with a professional cleaning service; make both positions employees or service contracts.

It was collectively decided that the two positions would remain separate and be considered as employees of the Library. Hours and pay rate will be determined later. We will begin with word-of-mouth. If that doesn't garner sufficient interest then advertisements will be posted in local newspapers.

New Business

Krystal related recent, on-going problems with CompuTrain IT services and requested permission to pursue other companies. Brenda and Deb will be included in these interviews. Verbal permission was granted by the Board.

Krystal presented a resolution to establish another line item in the 2013 General Fund for E-Book services. Roger made the motion and Honey seconded; motion passed unanimously.

Several resolutions were presented for transferring funds within Budget categories. (see attached list) Roger moved to approve these transfers and Honey seconded. Motion passed all in favor.

Roger presented a letter that he has written to the Kosciusko County Council explaining why he wants to be reappointed to the Library Board. Krystal will take the letter to the next Council meeting. (see attached letter)

Krystal distributed copies of the current NIPSCO bill showing a sizeable increase. She was directed to contact NIPSCO for a meter check. Because there were some problems with one of the HVAC units during that same period, the NIPSCO bill may be reflecting that over-usage. However, bills will be monitored for future usage.

It was a unanimous decision to table Honey's proposal for the building expansion.

Honey made a motion to approve the November claims; Roger seconded. Motion passed all in favor.

Roger requested use of Bell-X 1 room for a Lion's Club meeting on December 4. It was the consensus that if he followed Library policy then this would be OK.

Roger made a motion to adjourn. Jill seconded. Motion passed unanimously.

Meeting adjourned at 7:45 pm.

Attest____ Secretary

Library Board Meeting Minutes – December 30, 2013

Members present: Cal Jackson, Dick Webb, Hnoey Kuhn, Jack Fisher, Roger Moriarty, Jill Gross and. Also present was Library Director Krystal Smith.

Members absent: Sandi Schaeffer

Call to Order

Cal called the Regular Board Meeting of the Bell Memorial Library at 6:30 p.m. Roger made a motion to accept the minutes of the November 25, 2013, Board meeting. Jill seconded the motion. The motion carried unanimously.

Old Business

Discussion was held on a plan to landscape the outdoor area. Because of a lack of information, this project will be reviewed again in January 2014.

There was no picture from Bob Hudson. Krystal is assuming it will be next month.

With Martha Phillips' retirement, Krystal is waiting for more applications to fill **the** position. She wants to hire a cleaning service to take care of cleaning until new personnel is hired.

Jill says the County Commissioners have approved Roger for another term. The rest of the Library Board members are undecided as to his appointment.

The NIPSCO bills are still in question. The new bill has not arrived. This will be on next month's agenda.

New Business

Farmers State Bank would like to use the Library Meeting Room for a meeting in April. A motion was made by Jill to allow the Farmers State Bank to use Library Facilities. Roger seconded the motion. The motion carried unanimously.

Our Library Technology Plan for 2014 to 2016 is on file and approved with the State Library Board.

Honey made a motion to transfer \$500 from Books-Adult to Books on CD, \$300 from Books-Adult to Books- Children. Then, \$2,445.00 from Salary of Assistant to Office Supplies (200), Adult Program Supplies (10.00), Advertising-Publicity (\$775), Building and Structures (\$600), Water (\$170), Postage (\$260), and Maintenance-Equipment (\$430). Dick seconded the motion. The motion carried unanimously.

By law, the Board needs to have a salary ordinance. Krystal provided the Board with a copy (see attached copy) of an ordinance. Dick made a motion to accept the Proposed Salary Ranges for 2014. Honey seconded the motion. The motion carried unanimously.

The sprinkler system was inspected by Shambaugh. They said everything looked good. The Board needs to set meeting dates for next year. (See the attached sheet.) Jill made a motion to accept the listed dates for Board meetings. Dick seconded the motion. The motion carried unanimously. Dick made a motion to accept bills for payment. Jill seconded the motion. The motion carried unanimously.

Adjournment

Roger made a motion to adjourn the meeting. Honey seconded the motion. The motion carried unanimously. The meeting was adjourned at 7:15 p.m. Secretary's Signature: ______ Date of Approval: ______

RESOLUTION TO TRANSFER LINE ITEMS WITHIN A BUDGET CATEGORY

WHEREAS, it has been shown that certain existing appropriations in the Library's General Fund now need to be transferred from one Line Item to another within a Budget Category,

WE, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfer be made within the Library General Fund:

TRANSFER FROM <u>Books - Adult</u> Budget Category <u>100, 4, 09</u>	amount <u>\$500,00</u>
TRANSFER TO <u>Books on CD</u> Budget Category <u>100, 4, 06</u>	_
TRANSFER TO Budget Category	AMOUNT
Adopted this <u>30</u> H day of <u>Decen</u>	nber <u>2013</u> .
AYE DOGLOSS Honela & Karla & a	NAY
affactor for the segent of the	
Jek Tal	
Attest:	

Secretary of Appropriating Body

RESOLUTION TO TRANSFER LINE ITEMS WITHIN A BUDGET CATEGORY

WHEREAS, it has been shown that certain existing appropriations in the Library's General Fund now need to be transferred from one Line Item to another within a Budget Category,

WE, the Board of Trustees of Bell Memorial Public Library, do resolve that the following transfer be made within the Library General Fund:

TRANSFER FROM BOOKS - Adult	amount_\$ <u>300,00</u>
Budget Category 00, 4,09	
TRANSFER TO Books-Children	amount 🕌 100,00
Budget Category 100.4.0	
TRANSFER TO BOOKS - YA	amount_ <i>\$200,00</i> _
Budget Category 100. 4. 08	

Adopted this 30 th day of December 2013.

AYE 57

Attest Secretary of Appropriating Body

NAY

Bell Memorial Public Library

Salary Ordinance 2014

AN ORDINANCE FIXING SALARIES FOR EMPLOYEES OF THE BELL MEMORIAL PUBLIC LIBRARY, MENTONE, INDIANA FOR THE YEAR 2014

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE BELL MEMORIAL PUBLIC LIBRARY;

SECTION 1: The following full-time and part-time employees of the Bell Memorial Public Library shall be paid the salaries indicated in Attachment A for the year beginning January 1, 2014 and ending December 31, 2014.

SECTION 2: This ordinance shall be in full force and effect from and after its passage by Bell Memorial Public Library Board of Trustees.

)RCF MBEP, 2013, DULY PASSED AND ORDAINED by signature this dav of by the Board of Trustees, Bell Mernorial Public Library, Mentone, Indiana.

Attest: Jack Fisher, Secretary

plany	Ordinance	2014
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NAME	POSITION	SALARY	START DATE	BENEFITS
Abalos, Billie	Circulation Clerk	7.50/hour		None
Anweiler, Elyza	Circulation Clerk	8.00/hour		None
Bowser, Eileen	Adult Collection Developer	11.50/hour		None
Cody, Brenda	Administrative Assistant	11.00/hour	17 October 2003	None
Hiers, Debra	Bookkeeper	14.00/hour	6 May 1996	Health insurance (80% paid) PERF (100% paid)
Krueger, Shelly	YA Librarian, Adult Programs, Newsletter Editor	10.25/hour	15 August 1999	None
Phillips, Martha	Janitor	9.75 10:00/hour	1 November 1978	None
Salazar, Natalie	Circulation Clerk	7.50/hour	may 2014	None
Smith, Krystal	Director	41,239/year	Feb 2009	Health insurance (80% paid) PERF (100% paid)
Taelman, Anne	Circ. Clerk, Tech Services, Facebook	9.00/hour		None
Treiber, Maddy	Children's Librarian	10.00/hour	3 September 1999	None
Whetstone, Cathy	Circulation Clerk Cataloging, InterLibrary Loan	10.15/hour	2 August 1999	None

add adapted & ordained 12-30-201

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POSITION	NAME	WORK SCHEDULE	SALARY	PROPOSED SALARY
Administrative Asst.	Brenda Cody	35 HRS/WEEK	11.00/hour	SAME
Adult Collection Developer	Eileen Bowser	3.5 HRS/WEEK	11.50/hour	SAME
Bookeeper	Debra Hiers	40 HRS/WEEK	14.00/hour	SAME
Cataloging, Circ. Clerk, InterLibrary Loan	Cathy Whetstone	32 HRS/WEEK	10.15/hour	10.25/hour
Children's Librarian	Maddy Treiber	32 HRS/WEEK	10.00/hour	10.25/hour
Circulation Clerk	Billie Abalos	30 HRS/WEEK	7.50/hour	8.00/hour
Circulation Clerk	Elyza Anweiler	24 HRS/WEEK	8.00/hour	SAME
Circulation Clerk	Natalie Salazar	10 HRS/WEEK	7.50/hour	SAME
Circulation Clerk		24 HRS/WEEK	7.50/hour	SAME
Circulation Clerk, Facebook, Tech Services	Anne Taelman	36 HRS/WEEK	9.00/hour	SAME
Director	Krystal Smith	40 HRS/WEEK	41,239/yearly	SAME
Janitor		20 HRS/WEEK	10.00/hour	SAME
Maintenance		20 HRS/WEEK		SAME
YA Librarian, Adult Programs, Newsletter Editor	Shelly Krueger	32 HRS/WEEK	10.25/hour	SAME