



Fort Branch & Haubstadt Public Library

FORT BRANCH LIBRARY

107 E Locust St
Fort Branch, IN 47648

812-753-4212

HAUBSTADT LIBRARY

101 W Gibson St
Haubstadt, IN 47639

812-753-4212

October 12, 2026

South Gibson School Board
Steve Gruszewski, President
3321 W 800 S
Fort Branch, IN 47648

Dear President of the South Gibson School Board,

I am writing to inform the school board that the term of your representative to the Fort Branch-Johnson Township Public Library Board of Trustees will be expiring on November 19, 2026. Margaret Hall was one of three appointments made by the school board to the library's board.

Mrs. Hall has fulfilled 4 consecutive terms on the Library's board of trustees for 16 years total. Legally she cannot serve another term. Enclosed you will find two Certificate of Appointment forms. They have been dated for your convenience. Both forms must have original signatures on them.

IC 36-12-2-10 states that the oath of office portion of the form must be signed in front of a notary within 10 days of appointment. The Library will take care of notarizing both forms and filing with the Gibson County Clerk's office. Please mail forms back to the Library or call me at the Library to have them picked up.

If you have any questions about this procedure, please do not hesitate to call me at 812-753-4212.

Sincerely,

Laura M Happe
Director



CERTIFICATE OF APPOINTMENT – PUBLIC LIBRARY BOARD MEMBER

Form for Class I Libraries

State Form 31873 (R5 / 5-17)

INSTRUCTIONS: (See IC 36-12-2-19; IC 5-4-1-1.2; IC 5-4-1-4)

1. Appointing Authority completes the "Appointment" section then delivers this Certificate of Appointment to the board appointee in person or by mail.
2. Within 10 days of receiving the Certificate of Appointment, the library board appointee must take the oath of office and ensure the "Oath of Office" section is completed. The oath may be administered by the circuit court clerk, a notary public, or anyone else authorized under IC 33-42-4-1 or IC 33-42-9-7 to administer oaths.
3. The library board appointee must file the completed Certificate of Appointment with the library and with the clerk of the circuit court of the county in which the library is located. **The form must be filed with the clerk of the circuit court not later than 30 days after the board term begins.**

APPOINTMENT

I/We _____ Steve Gruszewski _____
Name(s) of Official(s)

_____ President _____, of
Title(s)

_____ School Board _____ of _____ South Gibson _____, Indiana
Name of Appointing Authority(ies) Municipal Corporation(s)

hereby certify that I/we have duly appointed _____ Caleb Sellers _____ to the

_____ Fort Branch-Johnson Township _____ Public Library Board,

said term beginning on the 19th day of _November_, 2026_ and ending on the 19 th day of _November_, 2030_.

☒ **This is a full 4-year term. - OR -**

☐ **This is a partial term to complete the unexpired term of** _____
Name of Appointee Being Replaced

WITNESS, MY HAND AND OFFICIAL SEAL, THIS _____ DAY OF _____, 20____.

Signature of appointing official or attesting officer

(Additional line for signatures if joint appointment occurs)

OATH OF OFFICE

STATE OF INDIANA)
) SS
_____ COUNTY)

I, the undersigned, do hereby solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Indiana and to the best of my ability will faithfully, impartially, and diligently discharge the duties and accept the responsibilities of a member of the Library Board of the _____ Public Library, and that I will observe and obey all the laws relating to said office now in force or which may hereafter be enacted during my term of service.

Name of Appointee

Signature of Appointee

SUBSCRIBED AND SWORN TO ME THIS _____ DAY OF _____, 20____.

Signature

Printed Name

Title

If the person administering the oath is a notary public, add the county of residence and date of commission expiration.

County of Residence _____ Date Commission Expires _____ / _____ / _____