

**Monon Town and Township Public Library
Board of Trustees
Meeting Agenda // October 10, 2022, 4PM EST**

1. Call to Order
2. Approval of September 12 Board Meeting Minutes
3. Claims/Payroll for September 2022/Treasurer's Report
4. Librarian's Report

5. Personnel Report
 - a. None

6. Old Business
 - a. 2023 Budget
 - i. Adoption

7. New Business
 - a. None

8. Adjournment

The next meeting is Monday, November 14, 2022 at 4PM.

**Monon Town and Township Public Library Board of Trustees Meeting
Monday, September 12, 2022, 4PM**

Present: Austin Stroud, Michele Buswell, Clark Raver, Julie Hart, Lexi Reagan, Jennifer Annis, Desi Kyle

Absent: Rosemary Cooley

Call to Order: Called to order by Clark Raver at 4PM.

Minutes - Julie Hart made a motion to approve the August 8 meeting minutes and Jennifer Annis seconded. All were in favor, and the motion passed.

Finances/Treasurer's Report - There was discussion from the board on running low in personal services, but Austin shared that we will be fine to move money around from elsewhere at the end of the year. Michele Buswell made the motion to accept the financial reports and sign the claim register. Lexi Reagan seconded the motion. All were in favor. The motion passed.

Librarian's report - The microfilm reader arrived on August 24, and some training was given to library staff. The Monticello library let us borrow one of their microfilm rolls to practice until we have some of our own.

All of the tech recycling items were picked up on August 31. We will be billed for anything they deem charge-worthy later.

We're still waiting on the tiling to be replaced with carpet, but the work should start soon. They plan to work mainly in the evening to limit interruptions to staff and patrons.

More work was completed on the landscaping with plants being put in this past month.

Work began on the front and side of the building this past month. The goal is still to have it completed by November 1.

Barbara finished compiling everything for the PERF audit this past week, but the auditor reached out wanting her to give her more details on all of the numbers. She will finish that in the next few days.

Barbara begins preschool storytimes for ages 3-6 on Thursdays 11-1130 on September 22. The library club for grades K-5 will be on Thursdays 3:15-4pm starting on the same day. She has one class visit the library on September 15, and is in talks to do more school visits herself.

For staffing reasons, Austin is requesting some changes to our hours for some upcoming dates. We also may need to adjust hours on short notice to cover staff illness as needed, such as we did this past week. On Halloween, Monday, October 31, to participate in the trunk or treat we would like to close the library at 4:30PM. Last year we did this, and again Austin is requesting that we close the Saturday after Thanksgiving as an unpaid day off for everyone (not a holiday). It will be difficult to cover it otherwise. Finally, the Christmas parade will be in the evening on Saturday, December 10, so we would like to move our hours later in the day. We'd close about an hour or so before the parade to participate – assuming it is at 6. The hours are not set in stone yet, Austin just wants to have leeway to make these changes as needed. Julie Hart made a motion to accept the changes in hours for these events, and Desi Kyle seconded. All present were in favor, and the motion passed.

Personnel Report -

Austin is meeting with a high school student Tuesday after school to help with gaps in evenings and Saturday hours with Connie out long-term.

Old Business - The 2023 budget was shown and discussed again for the public hearing. No one from the public was in attendance.

New Business - None.

Lexi Reagan made a motion to adjourn the meeting at 4:45PM and Michele Buswell seconded. All present were in favor, and the motion passed. The next meeting: Monday, October 10, at 4PM. The 2023 budget will be adopted at this meeting.

Clark Raver, President

Michele Buswell, Acting Secretary

Register Of Claims
Monon Town & Township Public Library

Report Date: From 9/1/22 To 9/30/22

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	270	Internal Revenue Service	FEDERAL	Payroll Withholding	\$1,039.09	9/30/22	Federal Tax Deposit
			FICA	Payroll Withholding	\$813.60		
			MEDICARE	Payroll Withholding	\$190.26		
			Operating	Employee Benefits	\$813.60		
			Operating	Employee Benefits	\$190.26		
				Total this claim	\$3,046.81		
0	253	Payroll	Operating	Salary of Librarian	\$1,989.19	9/15/22	PAYROLL
			Operating	Salary of Assistants	\$4,651.00		
				Total this claim	\$6,640.19		
0	267	PERF	PERF	Payroll Withholding	\$0.00	9/30/22	PERF Deposit
			Operating	Employee Benefits	\$815.41		
				Total this claim	\$815.41		
0	252	PERF	PERF	Payroll Withholding	\$0.00	9/15/22	PERF Deposit
			Operating	Employee Benefits	\$796.86		
				Total this claim	\$796.86		
0	280	Alliance Bank	Operating	Other Services and Charges	\$13.24	9/30/22	
				Total this claim	\$13.24		
0	269	Indiana Dept. of Revenue	STATE	Payroll Withholding	\$443.20	9/30/22	State and County Tax Deposit
			COUNTY	Payroll Withholding	\$269.43		
				Total this claim	\$712.63		
0	268	Payroll	Operating	Salary of Librarian	\$1,989.19	9/30/22	PAYROLL
			Operating	Salary of Assistants	\$4,493.15		
				Total this claim	\$6,482.34		
23438	254	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$2,699.31	9/15/22	
				Total this claim	\$2,699.31		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
23439	255	Baker & Taylor	Operating	Books	\$590.71	9/15/22	
				Total this claim	\$590.71		
23440	256	Cardinal Office Products	Operating	Other Services and Charges	\$95.00	9/15/22	Ricoh Color lease
				Total this claim	\$95.00		
23441	257	Center Point Large Print	Operating	Books	\$25.32	9/15/22	
				Total this claim	\$25.32		
23442	258	ENA Services LLC	Operating	Communication and Transportati	\$120.00	9/15/22	
				Total this claim	\$120.00		
23443	259	hoopla	Operating	E Book Services & Hoopla	\$51.11	9/15/22	
				Total this claim	\$51.11		
23444	260	Just CrossStitch	Operating	Periodicals and Newspapers	\$29.98	9/15/22	14 issues
				Total this claim	\$29.98		
23445	261	Laura E. Burcham	Operating	Salary of Custodian	\$150.00	9/15/22	Sept 1-15
				Total this claim	\$150.00		
23446	262	Midwest Tape, LLC	Operating	Nonprint Materials	\$260.63	9/15/22	
				Total this claim	\$260.63		
23447	263	Mohler Architects, P.C.	Operating Operating	Communication and Transportati Professional Services	\$41.76 \$775.00	9/15/22	
				Total this claim	\$816.76		
23448	264	NIPSCO	Operating	Utility Services	\$1,837.14	9/15/22	
				Total this claim	\$1,837.14		
23449	265	Town of Monon	Operating	Utility Services	\$68.95	9/15/22	
				Total this claim	\$68.95		
23450	266	Monon Telephone Co.	Operating	Communication and Transportati	\$172.17	9/15/22	
				Total this claim	\$172.17		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
23451	271	Baker & Taylor	Operating	Books	\$1,053.99	9/30/22	
				Total this claim	<u>\$1,053.99</u>		
23452	272	CENGAGE Learning/ Gale	Operating	Books	\$152.75	9/30/22	
				Total this claim	<u>\$152.75</u>		
23453	273	Center Point Large Print	Operating	Books	\$52.94	9/30/22	
				Total this claim	<u>\$52.94</u>		
23454	274	Demco	Operating	Library Supplies	\$128.37	9/30/22	
				Total this claim	<u>\$128.37</u>		
23455	275	ENA Services LLC	Operating	Communication and Transportati	\$120.00	9/30/22	
				Total this claim	<u>\$120.00</u>		
23456	276	Midwest Tape, LLC	Operating	Nonprint Materials	\$448.03	9/30/22	
				Total this claim	<u>\$448.03</u>		
23457	277	SYNCE/AMAZON	Operating	Nonprint Materials	\$204.97	9/30/22	
			Operating	Cleaning and Sanitation Supplie	\$33.99		
			Memorial/Gift Fund	Memorial	\$34.28		
			Operating	Books	\$93.19		
			Operating	Furniture and Equipment	\$71.16		
			Operating	Library Supplies	\$31.84		
				Total this claim	<u>\$469.43</u>		
23458	278	VISA	Operating	Repairs and Maintenance	\$131.98	9/30/22	
			Operating	Communication and Transportati	\$7.00		
				Total this claim	<u>\$138.98</u>		
23459	279	Laura E. Burcham	Operating	Salary of Custodian	\$150.00	9/30/22	Sept 16-30
				Total this claim	<u>\$150.00</u>		

Warrant Number Claim Number Name of Claimant Fund Account Amount Date Explanation

Total Amount of Claims \$28,139.05

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, October 4, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing.)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 10th day of October, 2022.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

Appropriation Report for 100 Operating

Monon Town & Township Public Library

Report Date: From 9/1/22 To 9/30/22

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.01 Salary of Librarian	\$50,000.00	\$0.00	\$50,000.00	\$3,978.38	\$35,226.02	\$14,773.98	29.5
1.02 Salary of Assistants	\$110,000.00	\$0.00	\$110,000.00	\$9,144.15	\$83,642.42	\$26,357.58	24.0
1.03 Salary of Custodian	\$7,500.00	\$0.00	\$7,500.00	\$300.00	\$1,920.00	\$5,580.00	74.4
1.04 Employee Benefits	\$50,000.00	\$0.00	\$50,000.00	\$5,315.44	\$47,731.02	\$2,268.98	4.5
Subtotal	\$217,500.00		\$217,500.00	\$18,737.97	\$168,519.46	\$48,980.54	22.5
2. Supplies							
2.02 Cleaning and Sanitation Supplies	\$2,500.00	\$0.00	\$2,500.00	\$33.99	\$459.43	\$2,040.57	81.6
2.04 Library Supplies	\$6,000.00	\$0.00	\$6,000.00	\$160.21	\$4,206.81	\$1,793.19	29.9
Subtotal	\$8,500.00		\$8,500.00	\$194.20	\$4,666.24	\$3,833.76	45.1
3. Other Services and Charge							
3.01 Professional Services	\$1,500.00	\$0.00	\$1,500.00	\$775.00	\$1,416.76	\$83.24	5.5
3.02 Communication and Transportation	\$12,300.00	\$0.00	\$12,300.00	\$460.93	\$2,825.93	\$9,474.07	77.0
3.03 Printing and Advertising	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.04 Library Insurance	\$8,400.00	\$0.00	\$8,400.00	\$0.00	\$170.00	\$8,230.00	98.0
3.05 Utility Services	\$21,000.00	\$0.00	\$21,000.00	\$1,906.09	\$14,578.63	\$6,421.37	30.6
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$131.98	\$7,065.88	\$12,934.12	64.7
3.07 Rentals	\$500.00	\$0.00	\$500.00	\$0.00	\$15.00	\$485.00	97.0
3.08 Dues, Interest, Taxes	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$364.27	\$635.73	63.6
3.09 Other Services and Charges	\$14,000.00	\$0.00	\$14,000.00	\$108.24	\$8,873.89	\$5,126.11	36.6
3.1 Transfer to Library Improvement Reserve	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.11 E Book Services & Hoopla	\$6,700.00	\$0.00	\$6,700.00	\$51.11	\$376.11	\$6,323.89	94.4

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.2 2021 Encumbered Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$90,900.00	\$0.00	\$90,900.00	\$3,433.35	\$35,686.47	\$55,213.53	60.7
4. Capital Outlays							
4.02 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$71.16	\$4,967.87	\$10,032.13	66.9
4.03 Books	\$23,000.00	\$0.00	\$23,000.00	\$1,968.90	\$14,471.23	\$8,528.77	37.1
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$29.98	\$1,360.55	\$2,139.45	61.1
4.05 Nonprint Materials	\$8,500.00	\$0.00	\$8,500.00	\$913.63	\$4,772.10	\$3,727.90	43.9
Subtotal	\$50,000.00	\$0.00	\$50,000.00	\$2,983.67	\$25,571.75	\$24,428.25	48.9
Grand Total	\$366,900.00	\$0.00	\$366,900.00	\$25,349.19	\$234,443.92	\$132,456.08	36.1

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

Appropriation Report for 201 Rainy Day Fund

Monon Town & Township Public Library

Report Date: From 9/1/22 To 9/30/22

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3. Other Services and Charge							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$4,228.74	\$20,771.26	83.1
3.2 2021 Encumbered Funds	\$24,730.00	\$0.00	\$24,730.00	\$0.00	\$24,730.00	\$0.00	0.0
Subtotal	\$49,730.00		\$49,730.00	\$0.00	\$28,958.74	\$20,771.26	41.8
4. Capital Outlays							
4.02 Furniture and Equipment	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
Subtotal	\$25,000.00		\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
Grand Total	\$74,730.00	\$0.00	\$74,730.00	\$0.00	\$28,958.74	\$45,771.26	61.2

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

Appropriation Report for 400 Library Improvement Reserve F

Monon Town & Township Public Library

Report Date: From 9/1/22 To 9/30/22

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.04 Employee Benefits	\$8,947.00	\$0.00	\$8,947.00	\$0.00	\$0.00	\$8,947.00	100.0
Subtotal	\$8,947.00		\$8,947.00	\$0.00	\$0.00	\$8,947.00	100.0
3. Other Services and Charge							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$1,000.00	\$24,000.00	96.0
Subtotal	\$25,000.00		\$25,000.00	\$0.00	\$1,000.00	\$24,000.00	96.0
4. Capital Outlays							
4.02 Furniture and Equipment	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
Subtotal	\$3,000.00		\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
Grand Total	\$36,947.00	\$0.00	\$36,947.00	\$0.00	\$1,000.00	\$35,947.00	97.3

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

Bank Balances

Date Printed: 10/4/22

Monon Town & Township Public Library

Report Dates = 9/1/22 to 9/30/22

<i>Bank</i>	<i>Start of Year</i>	<i>Start of Month</i>	<i>Receipts this Month</i>	<i>Vouchers thisMonth</i>	<i>EOM Balance</i>
1 Alliance Bank 008-092-6	\$259,937.25	\$170,639.81	\$14,403.75	\$28,139.05	\$156,904.51
2 Alliance Bank 93548	\$267,153.66	\$314,252.04	\$46.30	\$0.00	\$314,298.34
3 Alliance Bank 93556	\$135,020.32	\$181,513.14	\$29.94	\$0.00	\$181,543.08
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,122,111.23	\$1,126,404.99	\$14,479.99	\$28,139.05	\$1,112,745.93

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

Financial Report
Monon Town & Township Public Library
Report Dates = 9/1/22 to 9/30/22

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. General						
100 Operating	\$470,173.48	\$25,349.19	\$340,151.82	\$11,655.52	\$258,678.81	\$388,700.47
Subtotal	\$470,173.48	\$25,349.19	\$340,151.82	\$11,655.52	\$258,678.81	\$388,700.47
2. Special Revenue						
200 Memorial/Gift Fund	\$7,255.55	\$34.28	\$2,174.85	\$0.74	\$582.11	\$5,662.81
201 Rainy Day Fund	\$370,277.75	\$0.00	\$32,367.36	\$38.21	\$50,500.32	\$388,410.71
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$0.00	\$0.00	\$3,696.54	\$0.00	\$3,696.54	\$0.00
276 Annie Horton Advisory Grant Fund	\$1,029.99	\$0.00	\$696.25	\$0.00	\$1,000.00	\$1,333.74
277 Indiana Humanities Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 CARES Grant Fund	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
279 ARPA Grant Fund	(\$5,632.63)	\$0.00	\$5,740.71	\$0.00	\$11,373.34	\$0.00
280 LSTA Grant Fund	(\$1,790.00)	\$0.00	\$1,884.04	\$0.00	\$3,674.04	\$0.00
Subtotal	\$373,140.66	\$34.28	\$46,559.75	\$38.95	\$70,826.35	\$397,407.26
4. Capital Projects						
400 Library Improvement Reserve Fund	\$278,681.19	\$0.00	\$7,531.73	\$29.94	\$55,373.84	\$326,523.30
Subtotal	\$278,681.19	\$0.00	\$7,531.73	\$29.94	\$55,373.84	\$326,523.30
5. Clearing						
800 PLAC Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 Evergreen Indiana Pass Through Fund	\$115.90	\$0.00	\$235.93	\$0.00	\$234.93	\$114.90
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$1,039.09	\$9,202.11	\$1,039.09	\$9,202.11	\$0.00
804 FICA	\$0.00	\$813.60	\$7,386.68	\$813.60	\$7,386.68	\$0.00
805 MEDICARE	\$0.00	\$190.26	\$1,727.54	\$190.26	\$1,727.54	\$0.00
806 STATE	\$0.00	\$443.20	\$4,021.01	\$443.20	\$4,021.01	\$0.00
807 COUNTY	\$0.00	\$269.43	\$2,460.74	\$269.43	\$2,460.74	\$0.00
808 PERF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
809 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810 Transfer Fund	\$0.00	\$0.00	\$2,319.35	\$0.00	\$2,319.35	\$0.00
Subtotal	\$115.90	\$2,755.58	\$27,353.36	\$2,755.58	\$27,352.36	\$114.90
Grand Total	\$1,122,111.23	\$28,139.05	\$421,596.66	\$14,479.99	\$412,231.36	\$1,112,745.93

Total all banks = \$1,112,745.93

Monon Town & Township Public Library

Report Dates = 9/1/22 to 9/30/22

Receipt Summaries for : 100 Operating		
<i>Account</i>	<i>This Month</i>	<i>YTD</i>
110 LIBERTY TOWNSHIP CARDS		\$2,325.00
130 FINES AND FEES	\$67.65	\$655.68
132 COPIES	\$64.65	\$672.27
150 LOF PROPERTY TAXES		\$123,819.90
152 LOCAL INCOME TAX (LIT)	\$11,504.00	\$114,041.00
153 LOF MISC RECEIPT		\$2,186.00
154 LOF LICENSE EXCISE		\$7,276.34
155 LOF FINANCIAL INSTITUTION TAX		\$259.16
156 LOF SAVINGS INTEREST	\$7.35	\$45.87
157 LOF INTEREST FROM CD	\$7.56	\$205.98
158 LOF CHECKING INTEREST	\$4.31	\$29.26
159 LOF CVET		\$687.00
401 EXAMINATION OF RECORDS		(\$3,465.00)
701 INTERFUND TRANSFER		\$9,940.35
1000 VOID		\$0.00
	<u>\$11,655.52</u>	<u>\$258,678.81</u>

Receipt Summaries for : 200 Memorial/Gift Fund		
<i>Account</i>	<i>This Month</i>	<i>YTD</i>
302 MEMORIAL FUND RECEIPT		\$575.00
303 MEMORIAL GIFT FUND INTEREST	\$0.74	\$7.11
	<u>\$0.74</u>	<u>\$582.11</u>

Receipt Summaries for : 201 Rainy Day Fund		
<i>Account</i>	<i>This Month</i>	<i>YTD</i>
157 LOF INTEREST FROM CD	\$7.56	\$7.56
701 INTERFUND TRANSFER		\$50,000.00
923 RAINY DAY INTEREST	\$30.65	\$299.46
924 RAINY DAY INTEREST FROM CD		\$193.30
	<u>\$38.21</u>	<u>\$50,500.32</u>

Receipt Summaries for : 226 State Technology Fund Grant F		
<i>Account</i>	<i>This Month</i>	<i>YTD</i>

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

823	STATE TECH FUND GRANT FUND		\$3,696.54
			\$3,696.54

Receipt Summaries for :		276	Annie Horton Advisory Grant Fu
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
964	Annie Horton Advised Fund		\$1,000.00
			\$1,000.00

Receipt Summaries for :		279	ARPA Grant Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
145	ARPA Grant Reimbursement		\$11,373.34
			\$11,373.34

Receipt Summaries for :		280	LSTA Grant Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
965	LSTA Reimbursement		\$3,674.04
			\$3,674.04

Receipt Summaries for :		400	Library Improvement Reserve F
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
405	LIRF SAVINGS INTEREST	\$22.38	\$205.43
406	LIRF INTEREST FROM CD	\$7.56	\$168.41
701	INTERFUND TRANSFER		\$55,000.00
		\$29.94	\$55,373.84

Receipt Summaries for :		801	Evergreen Indiana Pass Throug
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
961	EVERGREEN INDIANA RECEIPT		\$234.93
			\$234.93

Receipt Summaries for :		803	FEDERAL
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$1,039.09	\$9,202.11

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

Printed On Tuesday, October 4, 2022

\$1,039.09 \$9,202.11

Receipt Summaries for :		804	FICA
<i>Account</i>			
400	Payroll Withholdings	\$813.60	\$7,386.68
		\$813.60	\$7,386.68

Receipt Summaries for :		805	MEDICARE
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$190.26	\$1,727.54
		\$190.26	\$1,727.54

Receipt Summaries for :		806	STATE
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$443.20	\$4,021.01
		\$443.20	\$4,021.01

Receipt Summaries for :		807	COUNTY
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$269.43	\$2,460.74
		\$269.43	\$2,460.74

Receipt Summaries for :		809	Other
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
1000	VOID		\$0.00
			\$0.00

Receipt Summaries for :		810	Transfer Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
702	INTERBANK TRANSFER		\$2,319.35
			\$2,319.35

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

Printed On Tuesday, October 4, 2022

Librarian's Report – October 10, 2022

We only were billed \$10 for the tech recycling. You'll see a certificate of destruction from the company after this report for your reference.

The rest of the carpeting was finished this past week.

More work has been completed on the front entrance and the side of the building. It looks a lot better. Austin reached out to Harry Mohler for an update on where things stand – what's left to finish before November 1.

Julie Hart gathered some information on storage shed pricing from a place in West Lafayette, so Austin passed along that information. He talked to the teacher at school, and he said one of the classes would be able to help but he still hasn't met with Austin. Austin offered to come there to the school if it was easier, so we may just buy something. It would be nice to have it soon, but Austin suggests trying to hold on until near the end of the year to see where we are on our spending. If we have enough left over to get it on the 2022 budget, we should aim to do that.

The insurance company says we should have 2023 health insurance rates in the next week or two, so Austin expects to have those numbers for the November 14 board meeting.

Austin shared some fraud protection information from Alliance Bank. It is at a cost of \$15/month. We keep good tabs on our accounts, so Austin does not think this is necessary.

Austin shared a tentative quote for a service called LibraryIQ <https://www.libraryiq.com/>. It would give us more insights into decisions on what we purchase, and help us manage our collection better. It's under the threshold to require board approval, but Austin included an estimated price document. A decision won't be made on this until later.

Collection Area	September 2022 Circulation	September 2021 Circulation	September 2020 Circulation
Adult Fiction	239	180	149
Adult Non-Fiction	42	39	79
Adult/Juvenile DVDs/Videos	146	101	105
Adult/Juvenile Audiobooks	3	13	12
Magazines	56	44	46
Juvenile Fiction	121	81	76
Juvenile Non-Fiction	15	21	7
Young Adult/Teen	4	14	13
Video Games	6	1	0
Hoopla	27	33	0
Overdrive (ebooks/e-audio)	205	200	206
Hotspots	31	7	0
Library of Things	3	0	0
Total Circulation (# of checkouts)	898	734	693



Certificate of Destruction

Customer Name: Monon Town and Township Public Library

Contact: astroud@monon.lib.in.us

Date of Pickup: 08-30-2022

Destruction Date: 09-21-2022

Bulk E-Waste:

MISC

<u>ITEM</u>	<u>#</u>
MONITORS	
KEYBOARDS	
PRINTERS	
CHARGERS	
WIRES	
CRT MONITOR	1
MISC E-SCRAP	
TOTAL WEIGHT	561

Serial Number Items:

DESKTOP/SERVERS

<u>MAKE</u>	<u>SN</u>
HP	2ua3501jhb
HP	2ua3501jfk
HP	2ua550156n
HP	2ua550158n
HP	2ua550158m
HP	2ua5051720
HP	2ua2490xg3
HP	2ua5501577
HP	2ua2490xlh

LAPTOP

<u>MAKE</u>	<u>SN</u>
HP	cnd146j59w

Destroyed by: Mark McMahon
Witness signature: Matt Wright
Department Manager: Chris Hale
8401 E. Washington Street, Indianapolis, IN 46219

Storage Barns
Carports
Swingsets

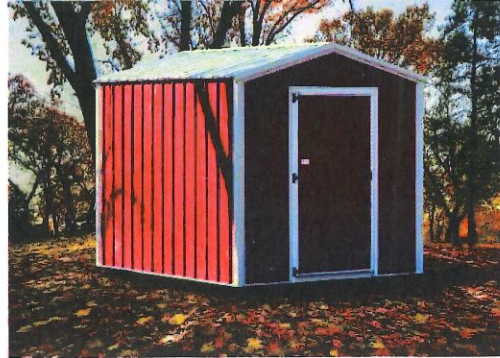
Luke Gorski
Location Manager

Bargain Barns

6000 State Road 43 North
West Lafayette, IN 47906

(765) 418-7031
(812) 486-2555
raberbarns@gmail.com

	Purchase Price	Rent-to-Own Monthly Payment
8 x 8	\$1,546	\$73.01
8 x 10	\$1,723	\$81.36
8 x 12	\$1,923	\$90.81



Uses:

- Great for push mowers, garden tools and general storage

Standard Options:

- 2 x 4 floor joists, 12" on center
- Two (2) 4 x 4 pressure treated skid runners
- ½" CDX Plywood floor
- 2 x 4 side walls, spacing varies by size
- Swinging metal entry door – 42" wide
- Moisture barrier under roof
- Various colors options available

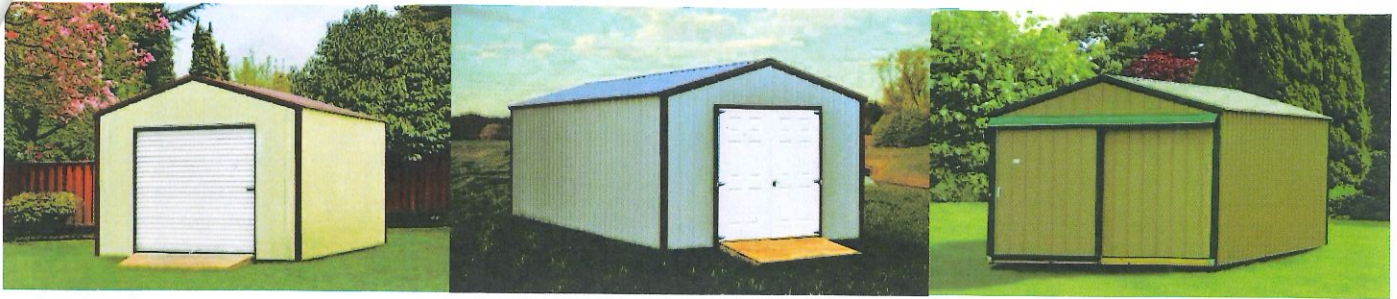
Pricing:

- Prices include delivery and installation
 - A mileage fee applies for deliveries over 50 miles from the nearest Raber location
- The rent-to-own pricing displayed is for 36-month agreements
 - 24-month and 48-month agreements also available

Popular Upgrades:

- Ramp
- Mobile home anchors
- Window(s)
- Vented Ridge and/or Gable Vents

Standard Metal Utility Sheds



Uses:

- Great for lawnmowers, ATVs, workshops, or general storage

Standard Options:

- #1 grade, 29-gauge metal with a 40-yr warranty
- 2 x 4 treated floor joists, 12" on center
- 4 x 6 pressure treated skid runners
- ¾" treated tongue & groove *Performance Max Shed Floor*
- 2 x 4 double studded side walls, 5-6' on center, depending on width of building
- Door options: rollup door, sliding metal door, fiberglass double doors, double barn doors
- Diamond plate threshold
- Single bubble moisture barrier under roof
- Various colors options available
- Industry-leading 5-yr Manufacturer's Warranty

Pricing:

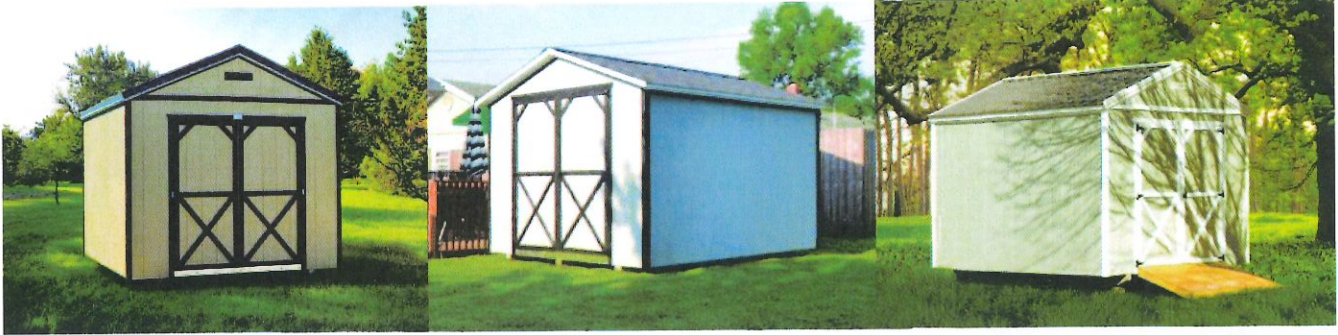
- Prices include delivery and installation
 - A mileage fee applies for deliveries over 50 miles from the nearest Raber location
- Rent-to-own pricing displayed is for 36-month agreements
 - 24-month and 48-month agreements also available

Popular Upgrades:

- Ramp
- Mobile home anchors
- Window(s)
- Extra Door
- Vented Ridge and/or Gable Vents
- Wainscote

	Purchase Price	Rent-to-Own Monthly Payment
8 x 10	\$2,495	\$117.82
8 x 12	\$2,795	\$131.99
10 x 10	\$2,895	\$136.71
10 x 12	\$3,095	\$146.15
10 x 14	\$3,595	\$169.76
10 x 16	\$3,995	\$188.65
10 x 20	\$4,495	\$212.26
12 x 12	\$3,495	\$165.04
12 x 16	\$4,495	\$212.26
12 x 20	\$5,295	\$250.04
12 x 24	\$5,995	\$283.10
12 x 28	\$6,595	\$311.43
12 x 30	\$7,095	\$335.04
12 x 36	\$8,195	\$386.99
12 x 40	\$8,995	\$424.76
14 x 20	\$5,995	\$283.10
14 x 24	\$6,695	\$316.15
14 x 30	\$7,195	\$339.76
14 x 36	\$8,995	\$424.76
14 x 40	\$9,995	\$471.99
16 x 24	\$7,895	\$372.82
16 x 30	\$8,895	\$420.04
16 x 36	\$9,895	\$467.26
16 x 40	\$11,295	\$533.38

Painted Utility Sheds



Uses:

- Great for lawnmowers, ATVs, workshops or general storage

Standard Options:

- Siding: LP Smart Siding, 5/50-yr warranty painted with Hailey High Quality 15-yr Paint
- Roof: Painted 29-gauge metal with a 40-yr warranty
- 2 x 4 treated floor joists, 12" on center
- 4 x 6 pressure treated skid runners
- ¾" treated tongue & groove *Performance Max Shed Floor*
- 2 x 4 stud side walls, 16" on centers
- Door options: double barn doors, fiberglass double entry doors, rollup door
- Diamond plate threshold
- Single bubble moisture barrier under roof
- Various colors options available
- Industry-leading 5-yr Manufacturer's Warranty

Pricing:

- Prices include delivery and installation
 - A mileage fee applies for deliveries over 50 miles from the nearest Raber location
- Rent-to-own pricing displayed is for 36-month agreements
 - 24-month and 48-month agreements also available

Popular Upgrades:

- Ramp
- Mobile home anchors
- Window(s)
- Vented Ridge
- Gable Vents
- Shelves
- Workbench
- Shingled Roof

	Purchase Price	Rent-to-Own Monthly Payment
8 x 10	\$3,295	\$155.60
8 x 12	\$3,695	\$174.49
10 x 10	\$3,995	\$188.65
10 x 12	\$4,295	\$202.82
10 x 16	\$4,895	\$231.15
12 x 12	\$4,595	\$216.99
12 x 16	\$5,495	\$259.49
12 x 20	\$6,195	\$292.54
12 x 24	\$6,995	\$330.32
12 x 28	\$7,495	\$353.93
12 x 30	\$8,495	\$401.15
12 x 36	\$9,695	\$457.82
12 x 40	\$10,195	\$481.43
14 x 20	\$7,095	\$335.04
14 x 24	\$7,695	\$363.38
14 x 30	\$8,695	\$410.60
14 x 36	\$9,595	\$453.10
14 x 40	\$10,595	\$500.32
16 x 20	\$8,395	\$396.43
16 x 24	\$8,595	\$405.88
16 x 30	\$9,595	\$453.10
16 x 36	\$10,695	\$505.04
16 x 40	\$11,995	\$566.43

Your Life's Work. Positive Pay. Together.



319 N Market St
PO Box 658
Monon IN 47959
myalliancebank.com

Laura Myers
Office Manager
lmyers@myalliancebank.com

Direct Line: 219 567 0350
Office Number: 219 253 7100 ext. 2525
Fax Number: 219 253 1440



Overview:

Positive Pay is a powerful tool to help combat check fraud. It helps prevent check fraud by identifying suspect items.

Fees:

Monthly Fee \$15.00

Fee subject to change at any time.

Features & Benefits:

BE POSITIVE BEFORE YOU PAY A CHECK

What is Positive Pay?

Positive Pay provides a proactive tool for managing check fraud and maintaining compliance. As an integrated check fraud protection tool, it compares checks paid against checks issued and identifies suspect items. This cash management tool verifies the checks you have written for payment and flags unauthorized transactions before losses occur.

- Enables unique parameters for check number ranges and high dollar limits based on your business's check-writing needs
- Detects suspect status based on mismatched amounts, previously paid checks or check numbers not issued
- Alerts our bank tellers of suspected items before they cash a check

How Does Positive Pay Work?

Positive Pay is an automated fraud detection tool that protects companies against altered checks and counterfeit check fraud. This service matches the account number, check number and dollar amount of each check presented for payment against a list of checks previously authorized and issued by your company. The service requires you to send (transmit) a file of issued checks to the bank each day checks are written.

- Simply transmit check-issue data to Alliance Bank when your company processes checks
- Checks are compared electronically against the list of transmitted checks
- We contact you when a check presented does not match

Benefits

- ✓ Checks are monitored by a computerized system, increasing accuracy
- ✓ Positive Pay can be used in conjunction with multiple accounts

Who Should Use Positive Pay?

- ✓ Any business that wants the best fraud protection
- ✓ Any entity that processes checks
- ✓ Businesses that write large numbers of checks

From: [Frasur, Ruth](#)
To: [Austin Stroud](#)
Subject: Evergreen Indiana LibraryIQ estimated price
Date: Wednesday, September 28, 2022 2:48:22 PM

Dear Austin,

Thank you for responding to the Evergreen Indiana LibraryIQ Interest Survey on behalf of Monon Town and Township Public Library. While we are still in the planning stages for any type of roll-out of this product, the current high estimated annual cost for your library will be \$275.

Please visit <https://libraryiq.com> to learn more about this product. To schedule a one-on-one demo, contact jeffrey.sabin@libraryiq.com.

Please stay tuned. More information will be forthcoming in the next few months.

Ruth Frasur (she/they)
Coordinator
Evergreen Indiana Library Consortium
Evergreen Community Development Initiative
Indiana State Library
140 N. Senate Ave.
Indianapolis, IN 46204
(317) 232-3691

Budget Form 1 - Budget Estimate

Year: 2023 County: White Unit: Monon Public Library

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0061 - RAINY DAY	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance		Repairs & Maintenance	\$25,000	\$25,000
0061 - RAINY DAY	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles		Furniture & Equipment	\$21,749	\$21,749
0061 - RAINY DAY	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
0061 - RAINY DAY Total						\$46,749	\$46,749
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Assistants	\$115,000	\$115,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Custodian	\$7,500	\$7,500
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Librarian	\$52,000	\$52,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employee Benefits	\$64,000	\$64,000
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies		Cleaning and Sanitation Supplies	\$2,750	\$2,750
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies		Library Supplies	\$6,250	\$6,250
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services		eBook Services & Hoopla	\$6,000	\$6,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services		Professional Services	\$2,000	\$2,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation		Communication & Transportation	\$12,300	\$12,300
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising		Printing & Advertising	\$500	\$500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance		Library Insurance	\$8,400	\$8,400
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services		Utility Services	\$22,000	\$22,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance		Repairs & Maintenance	\$20,000	\$20,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Rentals		Rentals	\$100	\$100
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges		Dues, Interest, & Taxes	\$1,250	\$1,250

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges		Other Services & Charges	\$18,000	\$18,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges		Transfer to LIRF	\$5,000	\$5,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles		Furniture/Equipment	\$15,000	\$15,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Other Capital Outlays		Periodicals and Newspapers	\$3,500	\$3,500
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Books	\$23,000	\$23,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Nonprint material	\$12,000	\$12,000
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
0101 - GENERAL Total						\$396,550	\$396,550
2011 - LIBRARY IMPROVEMENT RESERVE	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employee Benefits	\$8,239	\$8,239
2011 - LIBRARY IMPROVEMENT RESERVE	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance		Repairs & Maintenance	\$25,000	\$25,000
2011 - LIBRARY IMPROVEMENT RESERVE	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
2011 - LIBRARY IMPROVEMENT RESERVE Total						\$33,239	\$33,239
UNIT TOTAL						\$476,538	\$476,538

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 10/4/2022 9:03:39 AM

Ordinance / Resolution Number: 2023 Budget

Be it ordained/resolved by the **Monon Town and Township Public Library Board of Trustees** that for the expenses of **MONON PUBLIC LIBRARY** for the year ending December 31, **2023** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **MONON PUBLIC LIBRARY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Monon Town and Township Public Library Board of Trustees**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Monon Town and Township Public Library Board of Trustees	Library Board	10/10/2022

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$46,749	\$0	0.0000
0101	GENERAL	\$396,550	\$211,427	0.1017
2011	LIBRARY IMPROVEMENT RESERVE	\$33,239	\$0	0.0000
		\$476,538	\$211,427	0.1017

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 10/4/2022 9:03:39 AM

Name		Signature
Clark Raver	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Julie Hart	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Jennifer Annis	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Rosemary Cooley	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Michele Buswell	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Desi Kyle	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Lexi Reagan	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

ATTEST

Name	Title	Signature
Rosemary Cooley	Secretary	

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1

Yes No

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31

Yes No