

**Monon Town and Township Public Library
Board of Trustees
Meeting Agenda // October 9, 2023, 4PM EST**

1. Call to Order
2. Approval of September 11, 2023 Board Meeting Minutes
3. Claims/Payroll for September 2023/Treasurer's Report
4. Librarian's Report

5. Personnel Report
 - a. Nothing to report this month.

6. Old Business
 - a. 2024 Budget Adoption

7. New Business
 - a. Door thresholds
 - b. Newspaper microfilming/conservation

8. Adjournment

The next meeting is Monday, November 13, 2023 at 4PM.

**Monon Town and Township Public Library Board of Trustees Meeting
Monday, September 11, 2023, 4PM**

Present: Austin Stroud, Clark Raver, Desi Kyle, Julie Hart, Rosemary Cooley, Stanley Minnick, Lexi Taylor, Jennifer Annis

Absent: Desi Kyle

Call to Order: Called to order by Clark Raver at 4:00PM.

Minutes - Stanley Minnick made a motion to approve the August 14 board meeting minutes and Julie Hart seconded. All were in favor, and the motion passed.

Finances/Treasurer's Report - Jennifer Annis made the motion to accept the financial reports, and sign the claims register. Rosemary Cooley seconded the motion. All were in favor. The motion passed.

Librarian's report - Austin attended a library director's meeting at the Jasper County Public Library on August 11. He also attended the Monon Civic Preservation meeting on August 14, and the All Aboard Monon meeting on August 9.

Austin created a website for the Monon Civic Preservation Society at <http://www.mononpreservation.org>

Austin is still working on the DAR grant due on October 31 for the newspapers.

Austin was asked to serve on the Lilly Scholarship Committee by the Community Foundation of White County. He will be attending a meeting to review applications on September 21, and then another meeting on September 26 to interview finalists.

Austin had another contractor come by and look at some minor building things that need addressed.

The automatic door company is scheduled to complete that work on September 25.

We're fully staffed again, at least for now! Barbara also has decided to continue on with the cleaning – not just through the end of 2023.

Our circulation numbers likely will be down a lot for the month of September with the Indiana State Library switching courier services again. The new courier that took over could not do the job, so they are going back to the old courier. Things should be resolved by September 18.

We are planning to participate in the Trunk or Treat on Tuesday, October 31, that is from 5-6. We would like to close at 4:30 that day instead of 5 so we can get down there on time. We are planning to participate in the Monon Christmas Parade on Saturday, December 9 at 2pm. We would like to close the library early at 1pm that day to have time to get in line early. Austin will try to set a date for a staff holiday party that we usually close for an hour or two before next month's meeting. Julie Hart made a motion to approve closing the library early for the Halloween and Christmas events, and Lexi Taylor seconded. All were in favor, and the motion passed.

From Barbara:

We are kicking off the Pre-School Story time and after school Library Club starting September 7, 2023. We hope to continue to increase the number of children in attendance. These programs will run from Sept. 7 through November 16, 2023. A building Block Party provided by Purdue Extension will be held November 2, 2023. On Thursday, December 7, 2023, Silly Safaris will be bringing a real reindeer for a fun filled program. (The cost was too prohibitive to host on the Saturday of the Christmas Parade.)

The Monon Public Library's Youth Advisory Group will meet Tuesday, Sept. 19, 2023. We have several youth interested in this so we are hoping for a good turnout. There will be a meeting each month through November.

Austin also shared information about adult programs through the Purdue Extension Office that Edith has scheduled the next few months.

Personnel Report -

Jacqueline Hoover, Part-Time Student Clerk, Began Employment Effective August 31, 2023.

Old Business -

The public hearing was held for the 2024 budget. No one from the public attended.

New Business -

Austin shared a quote and information from AVC on replacing our server and other necessary things to get our IT up to speed. Austin believes we will have enough to pay for this out of the Rainy Day funds. Julie Hart made a motion to approve this work out of

the Rainy Day funds, and Jennifer Annis seconded. All were in favor, and the motion passed.

Rosemary Cooley made a motion to adjourn the meeting at 4:25PM and Stanley Minnick seconded. All present were in favor, and the motion passed. The next meeting: Monday, October 9, at 4PM.

Clark Raver, President

Rosemary Cooley, Secretary

Register Of Claims
Monon Town & Township Public Library

Report Date: From 9/1/23 To 9/30/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	292	PERF	PERF	Payroll Withholding	\$0.00	9/30/23	PERF Deposit
			Operating	Employee Benefits	\$781.75		
				Total this claim	\$781.75		
0	280	Payroll	Operating	Salary of Librarian	\$2,088.65	9/15/23	PAYROLL
			Operating	Salary of Assistants	\$5,164.76		
			Operating	Salary of Custodian	\$352.00		
				Total this claim	\$7,605.41		
0	279	PERF	PERF	Payroll Withholding	\$0.00	9/15/23	PERF Deposit
			Operating	Employee Benefits	\$774.37		
				Total this claim	\$774.37		
0	291	Monon Town & Twp. Public Libra	Library Improvement Re	Interfund Transfers	\$1,184.00	9/15/23	Transfer from Acct#3556 to Acct #0926 - AVC IT Monthly service contract
				Total this claim	\$1,184.00		
0	304	Alliance Bank	Operating	Other Services and Charges	\$12.40	9/30/23	Direct Deposit Charge
				Total this claim	\$12.40		
0	293	Payroll	Operating	Salary of Librarian	\$2,088.65	9/30/23	PAYROLL
			Operating	Salary of Assistants	\$5,160.19		
			Operating	Salary of Custodian	\$288.00		
				Total this claim	\$7,536.84		
0	294	Internal Revenue Service	FEDERAL	Payroll Withholding	\$1,163.26	9/30/23	Federal Tax Deposit
			FICA	Payroll Withholding	\$938.84		
			MEDICARE	Payroll Withholding	\$219.58		
			Operating	Employee Benefits	\$938.84		
			Operating	Employee Benefits	\$219.58		
				Total this claim	\$3,480.10		

<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>
0	295	Indiana Dept. of Revenue	STATE COUNTY	Payroll Withholding Payroll Withholding Total this claim	\$493.71 \$312.74 \$806.45	9/30/23	State and County Tax Deposit
23740	281	Amazon Capital Services, Inc.	Operating Operating Operating Operating Operating Operating Memorial/Gift Fund	Books Library Supplies Nonprint Materials Furniture and Equipment Communication and Transportati Cleaning and Sanitation Supplie Memorial Total this claim	\$50.39 \$45.56 \$7.54 \$134.99 \$5.00 \$95.06 \$25.00 \$363.54	9/15/23	
23741	282	AVC Technology Corporation	Library Improvement Re	Repairs and Maintenance Total this claim	\$1,184.00 \$1,184.00	9/15/23	Care Agreement
23742	283	Baker & Taylor	Operating	Books Total this claim	\$1,188.32 \$1,188.32	9/15/23	
23743	284	Cardinal Office Products	Operating	Other Services and Charges Total this claim	\$95.00 \$95.00	9/15/23	RICOH color copier lease
23744	285	ENA Services LLC	State Technology Fund	Other Total this claim	\$52.08 \$52.08	9/15/23	
23745	286	Midwest Tape, LLC	Operating	Nonprint Materials Total this claim	\$26.24 \$26.24	9/15/23	
23746	287	Monon Telephone Co.	Operating	Communication and Transportati Total this claim	\$167.63 \$167.63	9/15/23	
23747	288	Monon Utilities	Operating	Utility Services Total this claim	\$90.98 \$90.98	9/15/23	
23748	289	NIPSCO	Operating	Utility Services Total this claim	\$1,109.10 \$1,109.10	9/15/23	

<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>
23749	290	Laura E. Burcham	Operating	Cleaning and Sanitation Supplie	\$7.97	9/15/23	Towel hamper
				Total this claim	<u>\$7.97</u>		
23750	296	Baker & Taylor	Operating	Books	\$480.41	9/30/23	
				Total this claim	<u>\$480.41</u>		
23751	297	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$2,396.42	9/30/23	
				Total this claim	<u>\$2,396.42</u>		
23752	298	CENGAGE Learning/ Gale	Operating	Books	\$95.17	9/30/23	
				Total this claim	<u>\$95.17</u>		
23753	299	Center Point Large Print	Operating	Books	\$301.24	9/30/23	
				Total this claim	<u>\$301.24</u>		
23754	300	Demco, Inc.	Operating	Library Supplies	\$88.86	9/30/23	
				Total this claim	<u>\$88.86</u>		
23755	301	ENA Services LLC	State Technology Fund	Other Services and Charges	\$52.08	9/30/23	
				Total this claim	<u>\$52.08</u>		
23756	302	Midwest Tape, LLC	Operating	Nonprint Materials	\$206.65	9/30/23	
				Total this claim	<u>\$206.65</u>		
23757	303	Silly Safaris Shows, Inc.	Memorial/Gift Fund	Gift Fund	\$500.00	9/30/23	Dec. 7 Show
				Total this claim	<u>\$500.00</u>		

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

Total Amount of Claims \$30,587.01

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 3, 2023

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 9th day of October, 2023.

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 9/1/23 To 9/30/23

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	\$52,000.00	\$0.00	\$52,000.00	\$4,177.30	\$37,595.70	\$14,404.30	27.7
1.02 Salary of Assistants	\$115,000.00	\$0.00	\$115,000.00	\$10,324.95	\$91,085.76	\$23,914.24	20.8
1.03 Salary of Custodian	\$7,500.00	\$0.00	\$7,500.00	\$640.00	\$3,296.00	\$4,204.00	56.1
1.04 Employee Benefits	\$64,000.00	\$0.00	\$64,000.00	\$5,110.96	\$48,294.34	\$15,705.66	24.5
Subtotal	\$238,500.00		\$238,500.00	\$20,253.21	\$180,271.80	\$58,228.20	24.4
2. Supplies							
2.01 Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.02 Cleaning and Sanitation Supplies	\$2,750.00	\$0.00	\$2,750.00	\$103.03	\$763.41	\$1,986.59	72.2
2.04 Library Supplies	\$6,250.00	\$0.00	\$6,250.00	\$134.42	\$3,267.73	\$2,982.27	47.7
Subtotal	\$9,000.00		\$9,000.00	\$237.45	\$4,031.14	\$4,968.86	55.2
3. Other Services and Charge							
3.01 Professional Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
3.02 Communication and Transportation	\$12,300.00	\$0.00	\$12,300.00	\$172.63	\$2,286.83	\$10,013.17	81.4
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	\$488.00	\$7,912.00	94.2
3.05 Utility Services	\$22,000.00	\$0.00	\$22,000.00	\$1,200.08	\$12,674.08	\$9,325.92	42.4
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$6,969.62	\$13,030.38	65.2
3.07 Rentals	\$100.00	\$0.00	\$100.00	\$0.00	\$15.00	\$85.00	85.0
3.08 Dues, Interest, Taxes	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$60.00	\$1,190.00	95.2
3.09 Other Services and Charges	\$18,000.00	\$0.00	\$18,000.00	\$107.40	\$11,857.06	\$6,142.94	34.1
3.1 Transfer to Library Improvement Reserve	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
3.11 E Book Services & Hoopla	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$1,200.00	\$4,800.00	80.0
Subtotal	\$95,550.00		\$95,550.00	\$1,480.11	\$35,550.59	\$59,999.41	62.8
<i>4. Capital Outlays</i>							
4.02 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$134.99	\$3,988.32	\$11,001.68	73.3
4.03 Books	\$23,000.00	\$0.00	\$23,000.00	\$2,115.53	\$16,006.61	\$6,993.39	30.4
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$702.12	\$2,797.88	79.9
4.05 Nonprint Materials	\$12,000.00	\$0.00	\$12,000.00	\$240.43	\$4,314.94	\$7,685.06	64.0
Subtotal	\$53,500.00		\$53,500.00	\$2,490.95	\$25,021.99	\$28,478.01	53.2
Grand Total	\$396,550.00	\$0.00	\$396,550.00	\$24,461.72	\$244,875.52	\$151,674.48	38.2

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 9/1/23 To 9/30/23

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	\$14,407.59	\$10,592.41	42.4
Subtotal	\$25,000.00		\$25,000.00	\$0.00	\$14,407.59	\$10,592.41	42.4
4. Capital Outlays							
4.02 Furniture and Equipment	\$21,749.00	\$0.00	\$21,749.00	\$0.00	\$0.00	\$21,749.00	100.0
4.03 Books	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$21,749.00		\$21,749.00	\$0.00	\$0.00	\$21,749.00	100.0
Grand Total	\$46,749.00	\$0.00	\$46,749.00	\$0.00	\$14,407.59	\$32,341.41	69.2

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 9/1/23 To 9/30/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.04 Employee Benefits	\$8,239.00	\$0.00	\$8,239.00	\$0.00	\$0.00	\$8,239.00	100.0
Subtotal	\$8,239.00		\$8,239.00	\$0.00	\$0.00	\$8,239.00	100.0
<i>3. Other Services and Charge</i>							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$1,184.00	\$12,908.15	\$12,091.85	48.4
Subtotal	\$25,000.00		\$25,000.00	\$1,184.00	\$12,908.15	\$12,091.85	48.4
Grand Total	\$33,239.00	\$0.00	\$33,239.00	\$1,184.00	\$12,908.15	\$20,330.85	61.2

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

Bank Balances

Date Printed: 10/3/23

Monon Town & Township Public Library

Report Dates = 9/1/23 to 9/30/23

<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	\$204,206.87	\$181,705.59	\$20,376.41	\$29,403.01	\$172,678.99
2 Alliance Bank 93548	\$297,077.14	\$323,497.70	\$38.55	\$0.00	\$323,536.25
3 Alliance Bank 93556	\$172,391.76	\$203,393.67	\$24.15	\$1,184.00	\$202,233.82
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,133,675.77	\$1,168,596.96	\$20,439.11	\$30,587.01	\$1,158,449.06

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 = 9/1/23 to 9/30/23

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 Operating	\$441,774.53	\$24,461.72	\$324,875.52	\$14,980.76	\$319,781.32	\$436,680.33
Subtotal	\$441,774.53	\$24,461.72	\$324,875.52	\$14,980.76	\$319,781.32	\$436,680.33
2. Special Revenue						
200 Memorial/Gift Fund	\$5,339.62	\$525.00	\$2,059.00	\$154.58	\$1,223.36	\$4,503.98
201 Rainy Day Fund	\$371,164.88	\$0.00	\$28,815.18	\$28.99	\$40,793.11	\$383,142.81
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$0.00	\$104.16	\$1,498.08	\$0.00	\$3,617.83	\$2,119.75
275 Carroll White REMC Community	\$0.00	\$0.00	\$475.00	\$0.00	\$475.00	\$0.00
276 Annie Horton Advisory Grant Fund	\$1,333.74	\$0.00	\$450.96	\$0.00	\$0.00	\$882.78
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	\$2,000.00	\$0.00	\$0.00	\$0.00
279 ARPA Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
280 LSTA Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
281 Community Foundation of White County	\$0.00	\$0.00	\$0.00	\$2,122.50	\$2,122.50	\$2,122.50
Subtotal	\$379,838.24	\$629.16	\$35,298.22	\$2,306.07	\$48,231.80	\$392,771.82
4. Capital Projects						
400 Library Improvement Reserve Fund	\$311,948.10	\$2,368.00	\$24,632.30	\$24.15	\$41,566.21	\$328,882.01
Subtotal	\$311,948.10	\$2,368.00	\$24,632.30	\$24.15	\$41,566.21	\$328,882.01
5. Clearing						
800 PLAC Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 Evergreen Indiana Pass Through Fund	\$114.90	\$0.00	\$10.00	\$0.00	\$10.00	\$114.90
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$1,163.26	\$10,079.79	\$1,163.26	\$10,079.79	\$0.00
804 FICA	\$0.00	\$938.84	\$8,033.90	\$938.84	\$8,033.90	\$0.00
805 MEDICARE	\$0.00	\$219.58	\$1,878.93	\$219.58	\$1,878.93	\$0.00
806 STATE	\$0.00	\$493.71	\$4,287.82	\$493.71	\$4,287.82	\$0.00
807 COUNTY	\$0.00	\$312.74	\$2,697.80	\$312.74	\$2,697.80	\$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	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$114.90	\$3,128.13	\$26,988.24	\$3,128.13	\$26,988.24	\$114.90
Grand Total	\$1,133,675.77	\$30,587.01	\$411,794.28	\$20,439.11	\$436,567.57	\$1,158,449.06

Total all banks = \$1,158,449.06

Monon Town & Township Public Library

Report Dates = 9/1/23 to 9/30/23

Receipt Summaries for : 100 Operating

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
109 HONEY CREEK CARDS		\$490.00
110 LIBERTY TOWNSHIP CARDS		\$2,000.00
130 FINES AND FEES	\$69.45	\$786.84
132 COPIES	\$116.85	\$1,077.04
133 Employee Benefits	\$291.48	\$291.48
150 LOF PROPERTY TAXES		\$131,345.56
152 LOCAL INCOME TAX (LIT)	\$13,138.50	\$143,360.50
153 LOF MISC RECEIPT	\$166.98	\$249.30
154 LOF LICENSE EXCISE		\$6,434.67
155 LOF FINANCIAL INSTITUTION TAX		\$197.65
156 LOF SAVINGS INTEREST	\$8.98	\$68.54
157 LOF INTEREST FROM CD		\$4,603.26
158 LOF CHECKING INTEREST	\$4.52	\$30.74
159 LOF CVET		\$714.00
701 INTERFUND TRANSFER	\$1,184.00	\$28,131.74
	<u>\$14,980.76</u>	<u>\$319,781.32</u>

Receipt Summaries for : 200 Memorial/Gift Fund

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
302 MEMORIAL FUND RECEIPT	\$154.00	\$1,218.31
303 MEMORIAL GIFT FUND INTEREST	\$0.58	\$5.05
	<u>\$154.58</u>	<u>\$1,223.36</u>

Receipt Summaries for : 201 Rainy Day Fund

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
156 LOF SAVINGS INTEREST		\$31.23
701 INTERFUND TRANSFER		\$40,000.00
923 RAINY DAY INTEREST	\$28.99	\$264.50
924 RAINY DAY INTEREST FROM CD		\$497.38
	<u>\$28.99</u>	<u>\$40,793.11</u>

Receipt Summaries for : 226 State Technology Fund Grant F

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
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Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

\$938.84	\$8,033.90
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Receipt Summaries for :	805	MEDICARE
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<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$219.58	\$1,878.93
	<hr/>	<hr/>
	\$219.58	\$1,878.93

Receipt Summaries for :	806	STATE
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<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$493.71	\$4,287.82
	<hr/>	<hr/>
	\$493.71	\$4,287.82

Receipt Summaries for :	807	COUNTY
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<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$312.74	\$2,697.80
	<hr/>	<hr/>
	\$312.74	\$2,697.80

Librarian's Report – October 9, 2023

The automatic door company fixed the doors on September 25. They also gave us a quote to fix some threshold issues with the other doors, which you'll see under new business.

We received a \$2122.50 check from the Community Foundation of White County to go toward children's programming. This was made possible thanks to the D. Preston & Carolyn K. Calvert Youth Community Fund and the White-Carroll Family YMCA Fund.

You'll also see a quote on the agenda for conservation and microfilming of one year of newspaper. This will spend the rest of the Monon Civic Preservation Society's grant we received last year, but there will be some difference left over (about \$1300) that Austin is asking the library to pay for.

We are planning to participate in the Trunk or Treat on Tuesday, October 31, that is from 5-6. We would like to close at 4:30 that day instead of 5 so we can get down there on time.

We are planning a staff holiday party on Friday, December 15. We would like to pay for lunch out of the gift fund and close the library from 12-2 that day.

We will be at the trunk or treat on October 31 5-6 with the book bike.

From Edith:

The Purdue extension office did a program about dementia in September. The October program is on decluttering, and it will be Monday, October 16 1-145PM. On November 13 at 10:30 they'll do a program on the opioid crisis. On December 18 at 11 they'll do a program called cooking under pressure - techniques on using electric programmable pressure cookers.

From Barbara:

The first graders from Monon Elementary School will be visiting the library on October 27th @ 1:30 PM. A story, fun rhymes, and a tour of the library will be part of their visit.



Governing Council
Jim Annis
Gregory Bossaer
Cindy Campbell
Mike Crabb
Jennifer Dawson
Nancy Demerly, *President*
Jill Gifford
Nikki Jenkinson
Stephanie Long
Shari Moore
David Shook, *Secretary*
Steve Simmerman, *Vice
President*

Lucy Dold
Executive Director
lucyd@cfwhitecounty.org

Benjamin Getz
Executive Assistant
benj@cfwhitecounty.org

W. David Lasater
President & CEO
The Community
Foundation of Greater
Lafayette

(1001 Airport Rd.)
P.O. Box 1154
Monticello, Indiana
47960-1154
Phone: 574-583-6911
Fax: 574-583-8757

Website:
www.cfwhitecounty.org
Facebook:
Community Foundation
of White County

*Affiliate of
The
Community Foundation
of Greater Lafayette*

September 14, 2023

Monon Public Library
327 N Market St
Monon, IN 47959

Dear Austin and Library Directors,

We are very pleased to present you with a check for \$2,122.50, a grant to support the very important work you do in the community. More specifically, this grant is to support the children's programming at the library.

This grant is made possible by two funds hosted here at the Community Foundation of White County. The D. Preston & Carolyn K. Calvert Youth Community Fund was established in memory of the original owners of the former youth community center, the current home of the Foundation office. Grants from this fund must support the educational and recreational fulfillment of youth in the community.

Additionally, the White-Carroll Family YMCA Fund was established in the late 90s to support the short-lived YMCA here in White County. As the organization no longer exists, our governing council is responsible for granting those funds to support initiatives that most closely align with its original purpose.

As your programs expand, so does your impact in the community. We are so proud to partner with you in this way and are ever grateful for your steadfast commitment to White County's youth.

In community,

Lucy Dold
Executive Director

Enclosure



Our Mission: to strengthen and transform our community by fostering charitable giving, philanthropic aspirations, and leadership.

Collection Area	September 2023 Circulation	September 2022 Circulation	September 2021 Circulation
Adult Fiction	184	239	180
Adult Non-Fiction	47	42	39
Adult/Juvenile DVDs/Videos	111	146	101
Adult/Juvenile Audiobooks	1	3	13
Magazines	42	56	44
Juvenile Fiction	158	121	81
Juvenile Non-Fiction	57	15	21
Young Adult/Teen	13	4	14
Video Games	13	6	1
Hoopla	29	27	33
Overdrive (ebooks/e-audio)	283	205	200
Hotspots	19	31	7
Library of Things	0	3	0
Spanish items	7	0	0
Total Circulation (# of checkouts)	964	898	734

Budget Form 1 - Budget Estimate

Year: 2024 County: White Unit: Monon Public Library

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0061 - RAINY DAY	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employee Benefits	\$2,500	\$2,500
0061 - RAINY DAY	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance		Repairs & Maintenance	\$25,000	\$25,000
0061 - RAINY DAY	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
0061 - RAINY DAY Total						\$27,500	\$27,500
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Assistants	\$63,000	\$63,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Custodian	\$7,000	\$7,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Librarian	\$130,000	\$130,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employee Benefits	\$68,000	\$68,000
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies		Cleaning and Sanitation Supplies	\$2,800	\$2,800
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies		Library Supplies	\$6,300	\$6,300
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	\$2,100	\$2,100
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation		Communication & Transportation	\$12,500	\$12,500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising		Printing & Advertising	\$500	\$500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance		Library Insurance	\$8,600	\$8,600
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services		Utility Services	\$22,500	\$22,500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance		Repairs & Maintenance	\$20,500	\$20,500
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	\$1,500	\$1,500

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	\$30,000	\$30,000
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	\$23,500	\$23,500
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Nonprint material	\$12,250	\$12,250
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
0101 - GENERAL Total						\$440,650	\$440,650
2011 - LIBRARY IMPROVEMENT RESERVE	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employee Benefits	\$2,448	\$2,448
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						\$27,448	\$27,448
UNIT TOTAL						\$495,598	\$495,598

Personal Services	2023 Operating	2023 Rainy Day	2023 LIRF	Total	Personal Services	2024 Operating	2024 Rainy Day	2024 LIRF	Total
Salary of Librarian	\$ 52,000.00				Salary of Librarians	\$ 130,000.00			
Salary of Assistants	\$ 115,000.00				Salary of Assistants	\$ 63,000.00			
Salary of Custodian	\$ 7,500.00				Salary of Custodian	\$ 7,000.00			
Employee Benefits	\$ 64,000.00		\$ 8,239.00		Employee Benefits	\$ 68,000.00	\$ 2,500.00	\$ 2,448.00	
Total Personal Services	\$ 238,500.00				Total Personal Services	\$ 268,000.00			
Supplies					Supplies				
Library Supplies	\$ 6,250.00				Library Supplies	\$ 6,300.00			
Cleaning Supplies	\$ 2,750.00				Cleaning Supplies	\$ 2,800.00			
Total Supplies	\$ 9,000.00				Total Supplies	\$ 9,100.00			
Other Services and Charges					Other Services and Charges				
Professional Services	\$ 2,000.00				Professional Services	\$ 2,100.00			
Communication and Transportation	\$ 12,300.00				Communication and Transportation	\$ 12,500.00			
Printing and Advertising	\$ 500.00				Printing and Advertising	\$ 500.00			
Library Insurance	\$ 8,400.00				Library Insurance	\$ 8,600.00			
Utility Services	\$ 22,000.00				Utility Services	\$ 22,500.00			
Repairs and Maintenance	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00		Repairs and Maintenance	\$ 20,500.00	\$ 25,000.00	\$ 25,000.00	
Rentals	\$ 100.00				Rentals	\$ 100.00			
Dues, Interest, and Taxes	\$ 1,250.00				Dues, Interest, and Taxes	\$ 1,500.00			
Other Services and Charges	\$ 18,000.00				Other Services and Charges	\$ 30,000.00			
Transfer to Library Improvement Reserve	\$ 5,000.00				Transfer to Library Improvement Reserve	\$ 5,000.00			
Ebook Services and Hoopla	\$ 6,000.00				Ebook Services and Hoopla	\$ 6,000.00			
Total Other Services and Charges	\$ 95,550.00				Total Other Services and Charges	\$ 109,300.00			
Capital Outlays					Capital Outlays				
Furniture and Equipment	\$ 15,000.00	\$ 21,749.00			Furniture and Equipment	\$ 15,000.00			
Books	\$ 23,000.00				Books	\$ 23,500.00			
Periodicals and Newspapers	\$ 3,500.00				Periodicals and Newspapers	\$ 3,500.00			
Nonprint Materials	\$ 12,000.00				Nonprint Materials	\$ 12,250.00			
Total Capital Outlays	\$ 53,500.00				Total Capital Outlays	\$ 54,250.00			
Total Budget	\$ 396,550.00	\$ 46,749.00	\$ 33,239.00	\$ 476,538.00	Total Budget	\$ 440,650.00	\$ 27,500.00	\$ 27,448.00	\$ 495,598.00

4% increase for 2024
\$ 495,598.00



209 North 5th Street 8227 Northwest Blvd, #270
 Lafayette, IN. 47901 Indianapolis, IN. 46278
 Phone: 765-423-2610 Phone: 317-228-9470
 Fax.....: 765-423-2622 Fax.....: 317-228-9479

The Genuine. The Original.



SALES QUOTE

Sales Quote Number: 13762
 Sales Quote Date: 10/02/23
 Page: 1

Sell To: MONON PUBLIC LIBRARY
 PO BOX 305
 MONON , IN 47959-0305

Ship To: MONON PUBLIC LIBRARY
 PO BOX 305
 MONON , IN 47959-0305

Ship Via

Customer ID MONONP

Terms NET 30 DAYS

SalesPerson SEAN P. AYERS

Item No.	Description	Unit	Quantity
NSTH	404S36 1/2" X 4" X 36" MIL SADDLE THRESHOLD	EA	2
HG07000	412S36 1/2" X 5" X 36" MIL SADDLE THRESHOLD	EA	2
HG07121	770SV 36" SWEEP W/ RAIN GUARD MIL	EA	6
NSLO	24-0384-410 628 RADIUS FACEPLATE W/WS	EA	1
NSMULLABOR	MULHAUPT'S MKL SERVICE LABOR		1

Amount Subject to Sales Tax	0.00	Amount Exempt from Sales Tax	1,128.00	Subtotal:	1,128.00
				Invoice Discount:	0.00
				Total Sales Tax:	0.00
				Total:	1,128.00

Conservation Condition Report and Estimate

Kathy Lechuga
klechuga@signatureconservation.com
765-412-7307
www.signatureconservation.com



Report Date: 9/12/2023

Owner: Monon Town and Township Public Library
Monon, IN
Austin Stroud
Library Director
astroud@monon.lib.in.us
219-253-6517

IDENTIFICATION

Subject: Monon Town Newspaper
Date: 1933
Author: N/A

DESCRIPTION

The newspaper is printed with black oil-based printing ink on thin, machine-made paper. The newspaper came from the publisher and has not been folded in half but was folded in a large stack and rolled.

CONDITION

The newspaper is in extremely poor condition and very brittle and fragile. The newspaper requires humidification, flattening, and stabilization in order to be photographed safely.

TREATMENT PROPOSAL

1. Humidify and flatten as appropriate.
2. Mend tears and fragments in areas containing text so that the newspaper can be microfilmed by the Indiana State Library. The tattered edges will not be mended unless there is time remaining after the information containing areas have been stabilized and if deemed necessary to facilitate safe handling.

Estimated Treatment Time: 45.5 hours
Materials Fee: \$150.15
Estimated Treatment Cost: \$5,155.15

Conservation Condition Report and Estimate

Kathy Lechuga
klechuga@signatureconservation.com
765-412-7307
www.signatureconservation.com



AGREEMENT

If you agree to the above condition report and treatment proposal please sign and date below. Treatment on the artifact will not commence until the form has been signed, dated, and returned to Signature Conservation LLC with an initial 25% deposit of \$1,288.79.

By signing this agreement I choose to have the proposed conservation treatment performed on the artifact. I understand that there are always risks and limitations involved when conserving an object. I agree to pay for conservation treatment, within the estimated cost, after the safe return of the artifact. If the artifact takes less time to conserve the pricing will reflect; if treatment requires significantly more time the owner will be consulted prior to treating. I understand that all treatments performed will be reversible and materials of archival quality. I understand that the conservator holds to the American Institute for Conservation's Code of Ethics and Guidelines for Practice (<https://www.culturalheritage.org/about-conservation/code-of-ethics>). The conservator will retain copies of all documentation and will provide all records to the owner of the artifact.

I agree to allow Signature Conservation LLC to use images of this artifact on social media and/or their website portfolio:

Yes No

Owner: Amya Strand Date: 9/13/23

Conservation Condition Report and Estimate

Kathy Lechuga

klechuga@signatureconservation.com

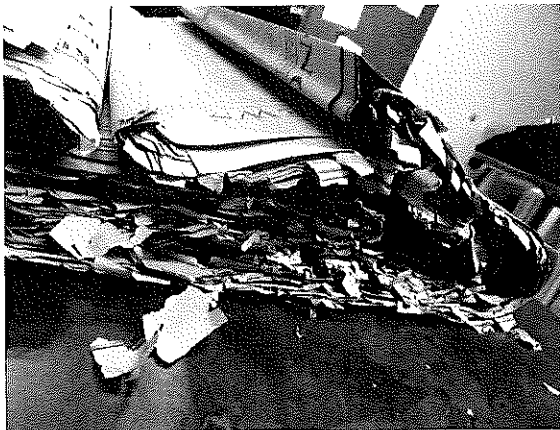
765-412-7307

www.signatureconservation.com

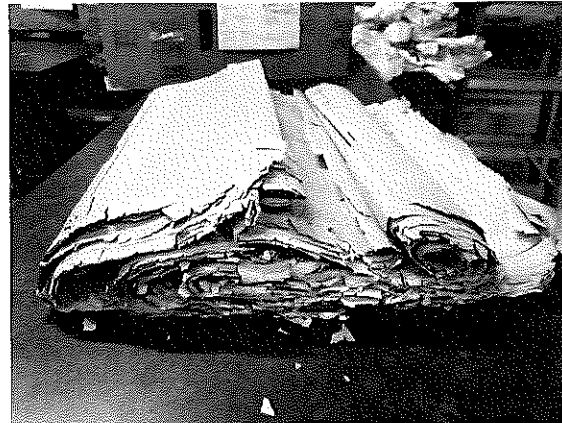
SIGNATURE
CONSERVATION

TREATMENT IMAGES

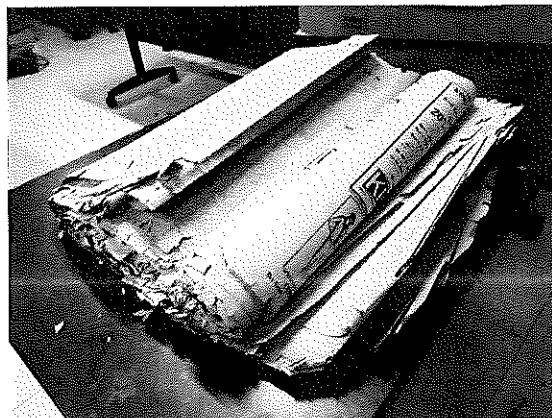
Before Treatment



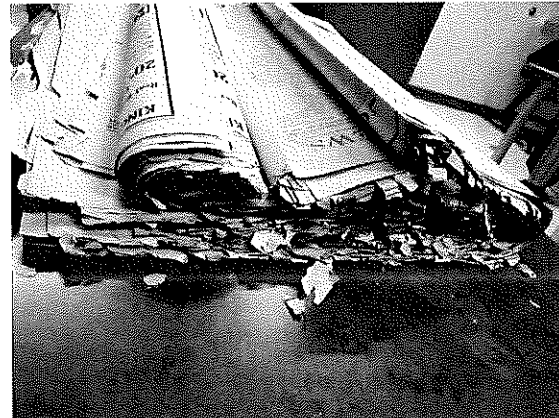
Example of type of damaged newspapers



Example of rolled newspaper



Example of rolled newspaper



Example of rolled newspaper and damaged edge