

**Monon Town and Township Public Library
Board of Trustees
Meeting Agenda // January 10, 2022, 4:30PM**

1. Call to Order
2. Approval of December 13 Board Meeting Minutes
3. Claims/Payroll for December 2021/Treasurer's Report
4. Librarian's Report

5. Personnel Report – None
6. Old Business
 - a. Revised Honey Creek Township Contract (the trustee will pay all but \$10 instead of all but \$20 for non-resident cards in 2022 – the trustee will pay \$65/card and the non-resident will pay \$10)

 - b. Revised Capital Assets Policy (raising inventory threshold from \$500 to \$5000 so we have less items to track on depreciation)

7. New Business
 - a. 2022 Board Officers

 - b. 2022 Board Meeting Date/Time & Bylaws

 - c. Disposal of Fixed Assets

8. Adjournment

The next meeting is Monday, February 14, 2022 at 4:30PM.

**Monon Town and Township Public Library Board of Trustees Meeting
Monday, December 13, 2021, 4:30PM**

Present: Austin Stroud, Michele Buswell, Julie Hart, Clark Raver, Glenda Simmons, Jennifer Annis, Rosemary Cooley, Consolidated Union Insurance Representative Matthew Hittle

Absent: Desi Kyle

Call to Order: Called to order by Clark Raver at 4:32 PM.

Minutes - Julie Hart made a motion to approve the November 8 meeting minutes as well as the special November 15 meeting minutes and Glenda Simmons seconded. All were in favor and the motion passed.

Finances/Treasurer's Report - Glenda Simmons made the motion to accept the financial reports and sign the claim register. Jennifer Annis seconded the motion. All were in favor. The motion passed.

Librarian's report - The audit work is ongoing, and they are continually asking us for things. The hope is still that it will be completed by the end of the year.

The front entrance work just started, and we should have a bill for it before the end of the year.

The book bike arrived on Wednesday! The parade was canceled due to the high wind. There was an informal parade on Sunday with a few groups, but we didn't participate. From the same grant we received the bike, we have started converting our DVDs over to the secure cases. We likely won't finish until early in 2022 since some of the cases are on backorder.

We have our staff holiday party 12-2 on December 16.

We received a \$1500 check from Alliance Bank as part of their promotion in September to use your debit card for libraries. Six libraries received these checks.

For November and December, we temporarily bumped the monthly checkout limit on Hoopla up to ten items.

The State Library is merging two Overdrive consortiums together. This will save us money by joining the merged consortium in that the State Library will pay the platform fee. This also will reduce wait times for items with a larger pool of libraries paying into the service. This should take effect early in 2022.

A few things to think about for the January meeting are our meeting day/time as well as board officers. We will plan to have our board of finance meeting right after the regular board meeting in January to close out the 2021 budget if that works for all. 2022 appointments/reappointments: Clark begins his 4th term on January 1, 2022. Glenda's 4th term ends on March 10, 2022, and Michele's 4th term ends on December 31, 2022.

Barbara shared the below information:

The virtual Story Time at the Elementary school has been very popular. They have been viewed by 400 students in the month of November. The principal and school have been very receptive of this outreach.

Personnel Report - None

Old Business - None

New Business -

Austin shared the 2022-2024 Strategic Plan and Technology Plan. He edited the draft in the packet so that Austin and Barbara's computers are named by position rather than their names (Director's computer, Bookkeeper's computer). Michele Buswell also mentioned that Frontier School Corporation should be added on the employers list since we have the other schools listed, so he will add that. Michele Buswell made a motion to approve the plan, and Rosemary Cooley seconded. All present were in favor and the motion passed.

Austin shared the 2022 salary schedule. This is mostly familiar to past years, but he has converted Barbara from full-time hourly to full-time salaried. The other positions will remain hourly. A cost of living increase of 3% is built into the numbers. One employee was bumped up a bit more to adjust for seniority. The board approved this via signing a resolution and Rosemary Cooley made a motion for the resolution, and Jennifer Annis seconded. All present were in favor and the motion passed.

Austin shared the 2022 holiday, pay and fee schedules. No changes were made from 2021 except for the cost of laminating being reduced in half. Rosemary Cooley made a motion to approve all, and Julie Hart seconded. All present were in favor and the motion passed.

Austin shared the 2022 building/grounds and workers comp insurance quotes. Suzette from Howe emailed her quote, and Matt from Consolidated Union was in person to present his quote. The total premium, including workers comp, for Howe was \$4945.

The total premium, including workers comp, for Consolidated Union was \$3854. We want to try to stay local wherever possible, but with a gap this large the decision was made to go with the new insurance company for 2022. Rosemary Cooley made a motion to go with Consolidated Union for 2022 insurance, and Julie Hart seconded. All present were in favor and the motion passed.

Julie Hart made a motion to adjourn the meeting at 6PM and Rosemary Cooley seconded. All present were in favor, and the motion passed.

The next regular meeting: Monday, January 10, at 4:30PM. This will be immediately followed by a board of finance meeting to close out the 2021 budget. .

Clark Raver, President

Rosemary Cooley, Secretary

Register Of Claims
Monon Town & Township Public Library

Report Date: From 12/1/21 To 12/31/21

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	316	Payroll	Operating	Salary of Librarian	\$1,875.00	12/31/21	PAYROLL
			Operating	Salary of Assistants	\$4,563.89		
			Operating	Salary of Custodian	\$99.75		
				Total this claim	\$6,538.64		
0	323	Monon Public Library	Library Improvement Re	Interfund Transfers	\$2,319.35	12/31/21	Replacement Books - Transfer from Acct 3556 LIRF to Operating
				Total this claim	\$2,319.35		
0	322	Internal Revenue Service	FEDERAL	Payroll Withholding	\$943.32	12/31/21	Federal Tax Deposit
			FICA	Payroll Withholding	\$763.76		
			MEDICARE	Payroll Withholding	\$178.63		
			Operating	Employee Benefits	\$763.76		
			Operating	Employee Benefits	\$178.63		
				Total this claim	\$2,828.10		
0	321	Indiana Dept. of Revenue	STATE	Payroll Withholding	\$414.42	12/31/21	State and County Tax Deposit
			COUNTY	Payroll Withholding	\$173.39		
				Total this claim	\$587.81		
0	308	PERF	PERF	Payroll Withholding	\$0.00	12/31/21	PERF Deposit
			Operating	Employee Benefits	\$266.25		
				Total this claim	\$266.25		
0	307	Payroll	Operating	Salary of Librarian	\$1,875.00	12/15/21	PAYROLL
			Operating	Salary of Assistants	\$3,829.16		
			Operating	Salary of Custodian	\$76.00		
				Total this claim	\$5,780.16		
0	306	PERF	PERF	Payroll Withholding	\$0.00	12/15/21	PERF Deposit
			Operating	Employee Benefits	\$266.25		
				Total this claim	\$266.25		

<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	324	Alliance Bank	Operating	Other Services and Charges Total this claim	\$11.92 \$11.92	12/31/21	Direct Deposit Charge
23223	296	VISA	Operating	Operating Supplies Repairs and Maintenance Other Total this claim	\$99.54 \$131.98 \$1,790.00 \$2,021.52	12/9/21	
23224	295	Baker & Taylor Books	Other	Other Total this claim	\$0.00 \$0.00	12/15/21	VOID 23224 check
23225	297	A. E. Boyce Company Inc	Operating	Operating Supplies Total this claim	\$45.30 \$45.30	12/15/21	W2 End of year forms
23226	298	Cardinal Office Products	Operating	Other Services and Charges Total this claim	\$95.00 \$95.00	12/15/21	RICOH Digital Color Printer Lease
23227	299	CENGAGE Learning/ Gale	Operating	Books Total this claim	\$60.78 \$60.78	12/15/21	
23228	300	Midwest Tape	Operating	Nonprint Materials Total this claim	\$19.99 \$19.99	12/15/21	
23229	301	Monon Civic Preservation Societ	Memorial/Gift Fund	Memorial Total this claim	\$370.00 \$370.00	12/15/21	Theatre Seat - Monon Public Library Established in 1914
23230	302	Monon Telephone Co.	Operating	Communication and Transportati Total this claim	\$166.33 \$166.33	12/15/21	
23231	303	Monon Utilities	Operating	Utility Services Total this claim	\$81.23 \$81.23	12/15/21	
23232	304	NIPSCO	Operating	Utility Services Total this claim	\$1,346.56 \$1,346.56	12/15/21	

<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>
23233	305	Baker & Taylor Books	Operating	Books	\$129.86	12/15/21	Replacement books LIRF \$14.99
				Total this claim	\$129.86		
23234	309	Baker & Taylor	Operating	Other Services and Charges	\$1,635.00	12/31/21	TS360 Subscription fee
				Total this claim	\$1,635.00		
23235	310	Baker & Taylor Books	Operating	Books	\$611.92	12/31/21	LIRF Replacement book \$50.98
				Total this claim	\$611.92		
23236	311	Brodart Co.	ARPA Grant Fund	Other	\$590.07	12/31/21	ARPA grant - bike shipping
				Total this claim	\$590.07		
23237	312	CENGAGE Learning/ Gale	Operating	Books	\$123.16	12/31/21	
				Total this claim	\$123.16		
23238	313	Indiana State Library Foundation	Operating	Other Services and Charges	\$1,670.66	12/31/21	Tier 4 Service Fee
				Total this claim	\$1,670.66		
23239	314	Stationair's Express	Other	Other	\$0.00	12/31/21	VOID
				Total this claim	\$0.00		
23240	315	SYNCB/AMAZON	Operating	Operating Supplies	\$151.75	12/31/21	
				Total this claim	\$151.75		
23241	317	Cardinal Office Products	Operating	Other Services and Charges	\$95.00	12/31/21	Lease RICOH Copier
				Total this claim	\$95.00		
23242	318	Consolidated Union	Operating	Library Insurance	\$3,834.00	12/31/21	Annual Package Premium
				Total this claim	\$3,834.00		
23243	319	Stationair's Express	Operating	Operating Supplies	\$218.61	12/31/21	COVID Tests
		Annie Horton Advisory		Other	\$720.01		
				Total this claim	\$938.62		
23244	320	Baker & Taylor Books	Operating	Books	\$237.30	12/31/21	
				Total this claim	\$237.30		

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

Total Amount of Claims \$32,822.53

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.

Monday, January 3, 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 January, 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 12/1/21 To 12/31/21

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services							
1.01 Salary of Librarian	\$49,000.00	\$0.00	\$49,000.00	\$3,750.00	\$48,150.00	\$850.00	1.7
1.02 Salary of Assistants	\$100,000.00	\$0.00	\$100,000.00	\$8,393.05	\$96,923.50	\$3,076.50	3.1
1.03 Salary of Custodian	\$8,750.00	\$0.00	\$8,750.00	\$175.75	\$2,156.50	\$6,593.50	75.4
1.04 Employee Benefits	\$22,000.00	\$0.00	\$22,000.00	\$1,474.89	\$20,352.56	\$1,647.44	7.5
Subtotal	\$179,750.00		\$179,750.00	\$13,793.69	\$167,582.56	\$12,167.44	6.8
2. Supplies							
2.01 Office Supplies	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$1,977.14	\$22.86	1.1
2.02 Operating Supplies	\$2,500.00	\$0.00	\$2,500.00	\$515.20	\$2,031.70	\$468.30	18.7
2.03 Repair and Maintenance Supplies	\$850.00	\$0.00	\$850.00	\$0.00	\$0.00	\$850.00	100.0
2.04 Library Supplies	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$2,804.15	\$195.85	6.5
Subtotal	\$8,350.00		\$8,350.00	\$515.20	\$6,812.99	\$1,537.01	18.4
3. Other Services and Charge							
3.01 Professional Services	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$374.95	\$1,125.05	75.0
3.02 Communication and Transportation	\$12,300.00	\$0.00	\$12,300.00	\$166.33	\$3,793.59	\$8,506.41	69.2
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	\$3,834.00	\$4,784.00	\$3,616.00	43.0
3.05 Utility Services	\$21,000.00	\$0.00	\$21,000.00	\$1,427.79	\$17,809.78	\$3,190.22	15.2
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$131.98	\$18,578.29	\$1,421.71	7.1
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	\$126.00	\$874.00	87.4
3.09 Other Services and Charges	\$14,000.00	\$0.00	\$14,000.00	\$3,507.58	\$10,190.34	\$3,809.66	27.2

<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>
3.1 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	\$0.00	\$1,500.00	\$5,200.00	77.6
Subtotal	\$90,900.00		\$90,900.00	\$9,067.68	\$57,171.95	\$33,728.05	37.1
4. Capital Outlays							
4.02 Furniture and Equipment	\$15,000.00	(\$4,786.93)	\$10,213.07	\$0.00	\$8,017.10	\$2,195.97	21.5
4.03 Books	\$21,000.00	\$4,786.93	\$25,786.93	\$1,163.02	\$25,786.93	\$0.00	0.0
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$2,378.28	\$1,121.72	32.0
4.05 Nonprint Materials	\$8,000.00	\$0.00	\$8,000.00	\$19.99	\$5,187.28	\$2,812.72	35.2
Subtotal	\$47,500.00	\$0.00	\$47,500.00	\$1,183.01	\$41,369.59	\$6,130.41	12.9
Grand Total	\$326,500.00	\$0.00	\$326,500.00	\$24,559.58	\$272,937.09	\$53,562.91	16.4

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 12/1/21 To 12/31/21

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	\$0.00	\$25,000.00	100.0
Subtotal	\$25,000.00		\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
4. Capital Outlays							
4.02 Furniture and Equipment	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	100.0
Subtotal	\$30,000.00		\$30,000.00	\$0.00	\$0.00	\$30,000.00	100.0
Grand Total	\$55,000.00	\$0.00	\$55,000.00	\$0.00	\$0.00	\$55,000.00	100.0

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 12/1/21 To 12/31/21

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services							
1.04 Employee Benefits	\$0.00	\$25,398.00	\$25,398.00	\$0.00	\$25,398.00	\$0.00	0.0
Subtotal	\$0.00	\$25,398.00	\$25,398.00	\$0.00	\$25,398.00	\$0.00	0.0
3. Other Services and Charge							
3.06 Repairs and Maintenance	\$27,238.00	(\$25,398.00)	\$1,840.00	\$0.00	\$67.00	\$1,773.00	96.4
Subtotal	\$27,238.00	(\$25,398.00)	\$1,840.00	\$0.00	\$67.00	\$1,773.00	96.4
4. Capital Outlays							
4.02 Furniture and Equipment	\$26,400.00	\$0.00	\$26,400.00	\$0.00	\$961.99	\$25,438.01	96.4
4.03 Books	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$26,400.00	\$0.00	\$26,400.00	\$0.00	\$961.99	\$25,438.01	96.4
Grand Total	\$53,638.00	\$0.00	\$53,638.00	\$0.00	\$26,426.99	\$27,211.01	50.7

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

Bank Balances

Date Printed: 1/3/22

Monon Town & Township Public Library

Report Dates = 12/1/21 to 12/31/21

<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	\$274,636.61	\$191,927.69	\$98,512.74	\$30,503.18	\$259,937.25
2 Alliance Bank 93548	\$216,176.38	\$267,112.15	\$41.51	\$0.00	\$267,153.66
3 Alliance Bank 93556	\$122,366.48	\$134,995.64	\$2,344.03	\$2,319.35	\$135,020.32
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,073,179.47	\$1,054,035.48	\$100,898.28	\$32,822.53	\$1,122,111.23

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 = 12/1/21 to 12/31/21

<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	\$475,189.55	\$24,559.58	\$372,937.09	\$98,322.27	\$367,921.02	\$470,173.48
Subtotal	\$475,189.55	\$24,559.58	\$372,937.09	\$98,322.27	\$367,921.02	\$470,173.48
2. Special Revenue						
200 Memorial/Gift Fund	\$6,719.90	\$370.00	\$1,639.21	\$40.99	\$2,174.86	\$7,255.55
201 Rainy Day Fund	\$319,358.15	\$0.00	\$0.00	\$36.82	\$50,919.60	\$370,277.75
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$1,702.78	\$0.00	\$1,702.78	\$0.00	\$0.00	\$0.00
276 Annie Horton Advisory Grant Fund	\$750.00	\$720.01	\$720.01	\$0.00	\$1,000.00	\$1,029.99
277 Indiana Humanities Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 CARES Grant Fund	\$0.00	\$0.00	\$1,400.00	\$0.00	\$3,400.00	\$2,000.00
279 ARPA Grant Fund	\$0.00	\$590.07	\$5,632.63	\$0.00	\$0.00	(\$5,632.63)
280 LSTA Grant Fund	\$0.00	\$1,790.00	\$1,790.00	\$0.00	\$0.00	(\$1,790.00)
Subtotal	\$328,530.83	\$3,470.08	\$12,884.63	\$77.81	\$57,494.46	\$373,140.66
4. Capital Projects						
400 Library Improvement Reserve Fund	\$269,375.69	\$2,319.35	\$41,449.52	\$24.68	\$50,755.02	\$278,681.19
Subtotal	\$269,375.69	\$2,319.35	\$41,449.52	\$24.68	\$50,755.02	\$278,681.19
5. Clearing						
800 PLAC Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 Evergreen Indiana Pass Through Fund	\$83.40	\$0.00	\$82.90	\$0.00	\$115.40	\$115.90
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$943.32	\$10,842.99	\$943.32	\$10,842.99	\$0.00
804 FICA	\$0.00	\$763.76	\$9,128.27	\$763.76	\$9,128.27	\$0.00
805 MEDICARE	\$0.00	\$178.63	\$2,134.98	\$178.63	\$2,134.98	\$0.00
806 STATE	\$0.00	\$414.42	\$5,015.26	\$414.42	\$5,015.26	\$0.00
807 COUNTY	\$0.00	\$173.39	\$2,070.28	\$173.39	\$2,070.28	\$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	\$25,398.00	\$0.00	\$25,398.00	\$0.00
Subtotal	\$83.40	\$2,473.52	\$54,672.68	\$2,473.52	\$54,705.18	\$115.90
Grand Total	\$1,073,179.47	\$32,822.53	\$481,943.92	\$100,898.28	\$530,875.68	\$1,122,111.23

Total all banks = \$1,122,111.23

Monon Town & Township Public Library

Report Dates = 12/1/21 to 12/31/21

Receipt Summaries for :			100	Operating
<i>Account</i>		<i>This Month</i>	<i>YTD</i>	
110	LIBERTY TOWNSHIP CARDS			\$1,200.00
130	FINES AND FEES	\$161.99		\$896.69
132	COPIES	\$76.01		\$968.52
150	LOF PROPERTY TAXES	\$75,723.33		\$195,894.45
152	LOCAL INCOME TAX (LIT)	\$11,256.00		\$135,072.00
153	LOF MISC RECEIPT			\$793.00
154	LOF LICENSE EXCISE	\$7,844.18		\$14,239.23
155	LOF FINANCIAL INSTITUTION TAX	\$259.17		\$404.26
156	LOF SAVINGS INTEREST	\$3.70		\$52.62
157	LOF INTEREST FROM CD	\$7.48		\$391.52
158	LOF CHECKING INTEREST	\$7.06		\$61.35
159	LOF CVET	\$664.00		\$1,328.00
701	INTERFUND TRANSFER	\$2,319.35		\$15,022.53
962	STATE TECH FUND GRANT FUND			\$1,596.85
		<u>\$98,322.27</u>		<u>\$367,921.02</u>

Receipt Summaries for :			200	Memorial/Gift Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>	
302	MEMORIAL FUND RECEIPT	\$40.00		\$2,162.95
303	MEMORIAL GIFT FUND INTEREST	\$0.99		\$11.91
		<u>\$40.99</u>		<u>\$2,174.86</u>

Receipt Summaries for :			201	Rainy Day Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>	
157	LOF INTEREST FROM CD			\$207.95
701	INTERFUND TRANSFER			\$50,000.00
923	RAINY DAY INTEREST	\$29.34		\$331.36
924	RAINY DAY INTEREST FROM CD	\$7.48		\$380.29
		<u>\$36.82</u>		<u>\$50,919.60</u>

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

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

\$1,000.00

Receipt Summaries for :		278	CARES Grant Fund	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
153	LOF MISC RECEIPT			\$3,400.00
				\$3,400.00

Receipt Summaries for :		400	Library Improvement Reserve F	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
405	LIRF SAVINGS INTEREST		\$17.20	\$236.96
406	LIRF INTEREST FROM CD		\$7.48	\$518.06
701	INTERFUND TRANSFER			\$50,000.00
			\$24.68	\$50,755.02

Receipt Summaries for :		801	Evergreen Indiana Pass Through	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
961	EVERGREEN INDIANA RECEIPT			\$115.40
				\$115.40

Receipt Summaries for :		803	FEDERAL	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$943.32	\$10,842.99
			\$943.32	\$10,842.99

Receipt Summaries for :		804	FICA	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$763.76	\$9,128.27
			\$763.76	\$9,128.27

Receipt Summaries for :		805	MEDICARE	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$178.63	\$2,134.98
			\$178.63	\$2,134.98

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

Printed On Monday, January 3, 2022

Receipt Summaries for :		806	STATE
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$414.42	\$5,015.26
		<u>\$414.42</u>	<u>\$5,015.26</u>

Receipt Summaries for :		807	COUNTY
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$173.39	\$2,070.28
		<u>\$173.39</u>	<u>\$2,070.28</u>

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

Receipt Summaries for :		810	Transfer Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
702	INTERBANK TRANSFER		\$25,398.00
			<u>\$25,398.00</u>

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

Printed On Monday, January 3, 2022

Librarian's Report – January 10, 2022

More things were asked of us from the audit to start the new year, including some things we already had sent them, but the hope is that it will be concluded soon. We'll likely need Jennifer as well as the president or vice president to attend an exit conference in the near future.

The front entrance work has been a bit of a struggle to get finished. We'll be encumbering the funds for it out of the 2021 Rainy Day budget so it doesn't impact our 2022 budget.

Austin applied for an REMC grant to offer more non-traditional things for checkout at the library – things like tools, outdoor equipment, and small tech things like flash drives and external hard drives. If we don't get the nearly \$1000 we asked for, we'll still try to start a small collection of items to add to over time. Austin would like to explore some type of outdoor storage for some of these items – maybe a small shed.

We renewed the hotspots for another year (\$1200 - \$120 for each of the ten devices). Last year, this was paid by a grant so this was the first time it comes out of our normal budget. I don't think we have a need to increase how many we have at this time, as rarely do we have more than two or three checked out at once.

We recently obtained the monon.info URL/website domain. This will give everyone a catchy and easy website address to remember to get to our website.

Barbara shared the below information:

The children's area of the library hosted 90 virtual programs with 8624 views in 2021. Two different platforms were used. Facebook was used for the general public and YouTube was used for private Story Times at North White Elementary School. We also held two In-Person programs with a total of 45 people attending and provided 66 Take & Make crafts for children. This has been another learning year for us and we are pleased with our numbers and the direct connection with the Elementary school. We have received very positive feedback. I hope to continue this school connection by visiting and bringing our Story Time to the school for the remainder of this school year.

Collection Area	December 2021 Circulation	December 2020 Circulation	December 2019 Circulation
Adult Fiction	166	189	169
Adult Non-Fiction	32	14	56
Adult/Juvenile DVDs/Videos	128	158	194
Adult/Juvenile Audiobooks	0	8	6
Magazines	47	44	76
Juvenile Fiction	51	35	102
Juvenile Non-Fiction	6	7	10
Young Adult/Teen	6	14	22
Video Games	4	0	0
Hoopla	41	6	0
Overdrive (ebooks/e-audio)	149	238	247
Hotspots	5	0	0
Total Circulation (# of checkouts)	635	713	882

CONTRACTUAL AGREEMENT FOR LIBRARY SERVICE

The Board of Trustees of the Monon Town and Township Public Library, County of White, State of Indiana, and the Honey Creek Township trustee, acting on the consent of the Township Board, mutually agree that:

1. The term of this Agreement shall be the 1st day of January, 2022 through the 31st day of December, 2022, during which term the Monon Town and Township Public Library shall furnish library services to the residents of Honey Creek Township without any special charge therefore other than the amount agreed upon herein.
2. The Monon Town and Township Public Library will make its library available to residents of Honey Creek Township to the extent permitted by Indiana State Law and the policies of the Evergreen Indiana Consortium.
3. Honey Creek Township and each individual will pay to the Monon Town and Township Public Library the previously agreed individual fee for each non-resident card as established by the Monon Town and Township Public Library Board of Trustees. For 2022, this is \$75. A total of \$65 is paid by the township for each card, and \$10 is paid by the individual upon registering for or renewing a library card.
4. For each Honey Creek Township resident applying for a non-resident card, residency shall be verified and approved by the Honey Creek Township Trustee.
5. Payments to the Monon Town and Township Public Library for issuance of individual non-resident library cards shall be made annually by the Honey Creek Township Trustee.
6. This Agreement may be renewed from year to year by the mutual written agreement of the Monon Town and Township Public Library and the Honey Creek Township Trustee.
7. This Agreement may be changed by mutual consent upon written notice.
8. This Agreement may be terminated by either the Monon Town and Township Public Library or the Honey Creek Township Trustee.
9. This Agreement shall be binding upon the successors in office of the parties hereto.

IN WITNESS WHEREOF, the parties to the Agreement have set their hands and seals this _____ day of _____, 2022.

MONON TOWN AND TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES

HONEY CREEK TOWNSHIP TRUSTEE

HONEY CREEK TOWNSHIP BOARD



Capital Assets Policy

In accordance with the Indiana State Board of Accounts' **Accounting and Uniform Compliance Guidelines for Libraries**, the Monon Town and Township Public Library (MTTPL) shall record all capital assets in a Capital Assets Ledger. An inventory of those capital assets will be conducted at least every two years as required by the Indiana State Board of Accounts. Capital assets are defined as physical assets of a durable nature including land, buildings, improvements other than buildings, machinery, equipment, artwork, furniture, books, non-print materials, and construction in progress. The Capital Assets Ledger will be maintained in an electronic format according to the following guidelines:

1. MTTPL will record all land purchases and all buildings in the Capital Assets Ledger, regardless of value.
2. MTTPL will record the cost of improving or renovating an existing building or improvements other than buildings in the Capital Assets Ledger only if the total cost exceeds \$5,000.
3. MTTPL will inventory and record machinery, equipment, artwork, and furniture in the Capital Assets Ledger if the unit cost is equal to or greater than \$5,000.
4. MTTPL's library material cataloging and acquisition system (Evergreen Indiana) will be utilized for the purpose of assessing the capital value of the library's material collections including books, and non-print materials. The value totals will be recorded annually in the Capital Assets Ledger.
5. MTTPL will record construction in progress projects in excess of \$5,000 on an uncompleted building or other capital construction project in the Capital Assets Ledger.
6. The Capital Assets Ledger inventory data records will record, as applicable, an item's description, location, date of purchase, acquisition cost, estimated life, tag or serial number, date of disposal, amount received on disposal, and type of asset.

Adopted by the Monon Town and Township Public Library Board of Trustees on this 10th day of January, 2022 as signed below:

AYE

NAY

ATTEST:

Secretary

MONON TOWN AND TOWNSHIP PUBLIC LIBRARY BOARD

BYLAWS

The library board operates under the authority of IC 36-12.

MEMBERS: The Library Board of the Monon Town and Township Public Library is a seven-member board. Appointees must have resided in the library district for at least 2 years. Appointments are prescribed as follows:

One appointment by the executive of the county (County Commissioners)

One appointment by the fiscal body of the county (County Council)

Three appointments by the School Board

One appointment by the legislative body of the township (Township Advisory Board)

One appointment by the legislative body of the municipality (Town Board)

The term of a library board member is 4 years. A member may continue to serve after his term has expired until his successor is qualified. The term of the member's successor is not extended by the time elapsed before the successor's appointment and qualification. If a member is appointed to fill a vacancy, his term is the unexpired term of the member being replaced.

An appointee to a library board must not have previously served more than 4 consecutive terms on the library board. The consecutive terms shall be computed without regard to a change in the appointing authority or to the length of any term served. After serving four consecutive terms on the library board, the member must go off of the board for four years before being eligible for reappointment.

A board member may be removed at any time by the appointing authority, after public hearing, for any cause:

1. That interferes with the proper discharge of his duties
2. That jeopardizes public confidence in the member

A vacancy shall occur whenever a member is absent from 6 consecutive regular meetings for any reason other than illness. The appointing authority shall be notified by the library director.

Members of the board serve without compensation, and a board member may not serve as a paid employee of the library (except the treasurer, who can by law be compensated.)

MEETINGS: The regular monthly meeting of the library board shall be held on the second Monday of each month at 4:30 p.m. at the Library. The organizational meeting will be held in January at the regular meeting at the library.

Special meetings may be called by the president or upon the written request of three members for the transaction of business stated in the call for the meeting.

Notices of all meetings shall be mailed or emailed either by the secretary or librarian to all members at least three days before the meeting.

OFFICERS: Officers of the board shall be chosen at the organizational meeting in January and shall be as follows: president, vice-president, secretary and treasurer, and such other officer or officers as the board may deem necessary.

Vacancies in office shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs.

The president of the board shall preside at all meetings, verify all bills approved by the board, authorize calls for any special meetings and generally perform the duties of a presiding officer. In the absence of the president, the vice-president shall preside. In the absence of both the president and the vice-president, another officer shall preside, providing there is a quorum.

The secretary of the board shall keep a true and accurate account of all proceedings of the board meetings and shall notify the appointing body of any vacancies of the board. The secretary shall oversee a true and accurate account of all proceedings of the board meetings and attest to resolutions.

The treasurer shall sign all the checks of claims that have been approved by the board. The president shall also be able to sign checks.

COMMITTEES: Special committees for the study and investigation of special problems may be appointed by the president, such committees to serve until the completion of the work for which they are appointed.

QUORUM: A quorum for the transaction of business shall consist of four members of the board.

NEPOTISM: The library shall not hire as staff members family members of the board or the library director.

CONFLICT OF INTEREST: Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Monon Town and Township Public Library in which they have a direct or indirect financial interest.

A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

A board member may not receive anything of value that reasonably be expected to influence his or her vote or other official action.

LIBRARY DIRECTOR: The library director shall be considered the executive officer of the board and shall have charge of the administration of the library under the direction and review of the board. The library director shall be held responsible for the care of materials and equipment, for the employment and direction of library employees, for the efficiency of the library's service to the public, for the operation of the library under the financial conditions set forth in the annual budget. The librarian shall attend all board meetings except those at which appointment or salary will be discussed or decided. The library director shall prepare the annual budget.

ORDER OF BUSINESS: The order of business at the regular meetings shall be as follows:

Call to order

Approval of minutes

Financial report

Correspondence

Report of committees

Unfinished business

New business

Adjournment

AMENDMENTS: Amendments to the by-laws may be proposed at any regularly scheduled board meeting. Action will be taken at the next regularly scheduled board meeting. Acceptance will require agreement by two-thirds of the members eligible to vote.

Accepted 12/4/1990

Reviewed 3/1/2004

Revised 3/7/2011

Revised 3/4/2013

Reviewed 7/11/2016

Revised 1/14/2019

Reapproved 1/10/2022

AYE

NAY

ATTEST:

Secretary

DISPOSAL OF FIXED ASSETS January 10, 2022

<u>Date of Purchase</u>	<u>Description</u>	<u>Original Cost of Asset</u>
08/05/1996	CD/DVD Shelving Unit	\$551.48
	Total:	\$551.48

Signed by Monon Town and Township Public Library Board of Trustees:

**Monon Town and Township Public Library Board of Trustees Board of Finance Meeting
Monday, January 10, 2022 immediately following the regular meeting at 4:30PM**

1. Call to Order
2. Review of 2021 finances and investments
3. Resolution to encumber 2021 Rainy Day funds
4. Resolution to transfer excess Operating funds to Rainy Day and LIRF funds
5. Approval to close out the 2021 budget
6. Adjournment

Resolution to Encumber Rainy Day Funds

WHEREAS, It has been determined that it is now necessary to encumber appropriations from the Rainy Day Fund for items which have purchase orders having not yet been delivered and services which have yet to be met to further the projects of Monon Town and Township Public Library during 2021;

Now, therefore be it resolved by the Library Board of the Monon Town and Township Public Library, White County, Indiana, that for the following appropriations hereby be encumbered from the 2021 budget for the Rainy Day Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

<u>Purchase/Invoice #</u>	<u>Vendor</u>	<u>Budget Line Item</u>	<u>Amount Encumbered</u>
N/A	LMF Group LLC	Rainy Day - Other Services & Charges (Repairs & Maintenance)	\$24,730.00

Total

Presented to the Monon Town and Township Public Library Board, read in full and adopted this 10th day of January, 2022, by the following aye and nay vote.

AYE

NAY

ATTEST:

Secretary



LMF Group LLC

PO Box 368
 Mulberry, IN 46058
 765-491-3592

Estimate

12-Jul-21

A Custom Masonry Contractor

Mohler Architects

Project:

Monon Public Library
 Monon In

Description	Hours	Rate	Amount
<p>Labor: Allowable Hours Material & Equipment</p> <p><u>SCOPE</u> 1. Tuckpoint 2. Replace Faulty Brick 3. Caulk as Per Print 4. Clean Up & Disposal</p> <p>**Prices Subject to Change Due to One or Both of the Following** 1. INCREASED WORKLOAD 2. INCREASED MATERIAL/SUPPLY QUANTITIES</p>	<p>264</p>		

Change Orders will be Followed Up with an Official Change Order Before they are Instituted.

THANK YOU FOR YOUR BUSINESS!

Subtotal:	\$24,730.00
Tax Rate:	0.00%
Sales Tax:	0.00%
Total:	\$24,730.00

Resolution to Transfer Operating Funds to the Rainy Day & LIRF Funds

WHEREAS, the Board of Trustees of the Monon Town and Township Public Library finds that the purposes of the Operating Fund have been fulfilled for the end of 2021; and, WHEREAS, there is excess remaining in the Operating Fund in an unused and unencumbered balance; therefore,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Monon Town and Township Public Library do hereby transfer \$100,000 from the Operating Fund with \$50,000 each going to the Rainy Day Fund and LIRF Fund for the purpose(s) of future library projects and improvements. These funds shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the Monon Town and Township Public Library at its board of finance meeting held on the 10th day of January, 2022, at which meeting a quorum was present.

AYE

NAY

ATTEST:

Secretary