

**Monon Town and Township Public Library
Board of Trustees
Meeting Agenda // July 10, 2023, 4PM EST**

1. Call to Order
2. Approval of June 12, 2023 Board Meeting Minutes
3. Claims/Payroll for June 2023/Treasurer's Report
4. Librarian's Report

5. Personnel Report
 - a. Bairon Hernandez, Part-time Student Library Clerk, started employment effective June 28, 2023.
 - b. Advertising for openings.

6. Old Business
 - a. LED Light Conversion

7. New Business
 - a. Custodial Work
 - b. Laminating/Nonresident Fee/Fee Schedule Update
 - c. 2024 Budget

8. Adjournment

The next meeting is Monday, August 14, 2023 at 4PM.

Monon Town and Township Public Library Board of Trustees Meeting
Monday, June 12, 2023, 4PM

Present: Austin Stroud, Clark Raver, Desi Kyle, Julie Hart, Rosemary Cooley, Jennifer Annis, Lexi Taylor (4:03PM), Desi Kyle (4:47PM)

Absent: Stanley Minnick

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

Minutes - Julie Hart made a motion to approve the May 8 board meeting minutes and Rosemary Cooley 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. Julie Hart seconded the motion. All were in favor. The motion passed.

Librarian's report - Work is still ongoing with the lights. The latest efforts were not successful, so they're trying to find another bulb that will work.

We haven't had much rain at all lately, so we're still waiting on the automatic doors a bit longer. We need a few good rains to make sure it's not leaking after everything was sealed.

The food fest went well all the way around (more in Barbara's report below).

Austin has started replacing a lot of the classic books in our adult collection with updated copies to give them some new life. Austin would like authorization to spend up to \$1,500 or so out of LIRF or Rainy Day (depending on which works out best) for this expense if needed. We may be fine paying it out of books, but this gives us some wiggle room. Rosemary Cooley made a motion to approve Austin spending \$1,500 to update the classic books out of whichever fund works best, and Lexi Taylor seconded. All were in favor, and the motion passed.

We may soon hire another adult to predominantly work on Saturdays. Austin has reached out to prior resumes he has received, but we may need to advertise.

We just got back some of the microfilmed newspapers that we received a grant for through the Monon Civic Preservation Society. We still need more funding to complete the whole project, so we are watching for more grant opportunities. We may be able to

use LIRF or Rainy Day money in 2024 to finish this project, too, as painting outside the library likely will be the biggest expense we have otherwise.

From Barbara: We have started this year's Summer Reading program with a bang! Our first meeting of, "It's a Star Spangled Summer...Read!" had 10 in the Pre-school group! The K-5 group also had a nice group and we hope to increase those attending because of our Silly Safaris program on Saturday during the Monon Festival. There were 54 children and adults that attended the program. We had a drawing for 4 children's size Monon Public Library t-shirts after the show. Parents were very happy with the event and the opportunity for their children to win a shirt. U.S.A. plane gliders were also given to every child. The Beyond Summer Reading program (5th grade up) started on Tuesday. More information on this program will be given next month.

From Edith: Adult summer Reading started June 1st ends July 6th with a bingo card and or reading challenge list. Wednesday June 14 there will be an adult program at 2-3pm Herb planting.

Personnel Report -

Marissa Hook, Library Assistant (Full-Time), resigning effective May 31, 2023.

Arturo Castillo, Student Library Clerk to Library Clerk (Part-Time), effective June 12, 2023.

Grace Selagy, Student Library Clerk, resigning effective June 28, 2023.

Edith Montoya, Library Clerk (Part-Time) will move to Library Clerk (Full-Time) on January 1, 2024.

Advertising for openings. The board would like to up the beginning student pay from \$8 to \$9, in addition to the other changes. Julie Hart made the motion to approve these changes, and Rosemary Cooley seconded. All were in favor and the motion passed. We will discuss this more at the July meeting with the budget discussion.

Old Business -

Jennifer Annis provided an update on the CDs that we have maturing this month. We have three 3-month CDs: special going on now for an 11-month 3.95% rate with a 4.01% yield. We have one more due in August so we can check the rate for that one then, too. Rosemary Cooley made a motion to go with the special rate for the maturing

CDs, and Lexi Taylor seconded. All present were in favor, and the motion passed. Jennifer will contact the bank and get that process moving.

Austin provided an update on the lights as part of the librarian's report, and that was the only other old business we needed to cover.

New Business -

Work is starting on the 2024 budget. Austin will have a full update at the July meeting.

Julie Hart made a motion to adjourn the meeting at 4:48PM and Desi Kyle seconded. All present were in favor, and the motion passed. The next meeting: Monday, July 10, at 4PM.

Clark Raver, President

Rosemary Cooley, Secretary

Register Of Claims
Monon Town & Township Public Library

Report Date: From 6/1/23 To 6/30/23

<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>
0	193	PERF	Operating PERF	Employee Benefits Payroll Withholding Total this claim	\$698.24 \$0.00 \$698.24	6/30/23	PERF Deposit
0	192	Payroll	Operating Operating	Salary of Librarian Salary of Assistants Total this claim	\$2,088.65 \$5,817.40 \$7,906.05	6/15/23	PAYROLL
0	207	Alliance Bank	Operating	Other Services and Charges Total this claim	\$12.04 \$12.04	6/30/23	Direct Deposit Charge
0	194	Payroll	Operating Operating	Salary of Librarian Salary of Assistants Total this claim	\$2,088.65 \$4,331.01 \$6,419.66	6/30/23	PAYROLL
0	204	Indiana Dept. of Revenue	STATE COUNTY	Payroll Withholding Payroll Withholding Total this claim	\$475.51 \$299.06 \$774.57	6/30/23	State and County Tax Deposit
0	205	Internal Revenue Service	Operating Operating FEDERAL FICA MEDICARE	Employee Benefits Employee Benefits Payroll Withholding Payroll Withholding Payroll Withholding Total this claim	\$888.19 \$207.72 \$1,108.08 \$888.19 \$207.72 \$3,299.90	6/30/23	Federal Tax Deposit
0	206	Monon Public Library	Rainy Day Fund	Interfund Transfers Total this claim	\$311.75 \$311.75	6/30/23	Transferring funds from Bank 2(3548 to Bank 1 (0926) Mebulbs-Lights

<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	191	PERF	Operating PERF	Employee Benefits Payroll Withholding Total this claim	\$859.29 \$0.00 \$859.29	6/15/23	PERF Deposit
23664	178	Alan McPherson	Operating	Books Total this claim	\$78.85 \$78.85	6/15/23	
23665	180	Amazon Capital Services, Inc.	Operating Operating Operating Operating Operating	Library Supplies Cleaning and Sanitation Supple Nonprint Materials Books Furniture and Equipment Total this claim	\$175.68 \$160.32 \$216.82 \$22.38 \$404.77 \$979.97	6/15/23	
23666	181	Baker & Taylor	Operating	Books Total this claim	\$440.95 \$440.95	6/15/23	Credit memo
23667	182	Cardinal Office Products	Operating	Other Services and Charges Total this claim	\$95.00 \$95.00	6/15/23	Ricoh Digital color printer
23668	183	ENA Services LLC	State Technology Fund Other	Other Total this claim	\$253.08 \$253.08	6/15/23	
23669	184	Laura E. Burcham	Operating	Salary of Custodian Total this claim	\$160.00 \$160.00	6/15/23	June 1 - 15, 2023
23670	185	Mebulbs	Other	Other Total this claim	\$0.00 \$0.00	6/15/23	VOID Check Credit voucher
23671	186	Midwest Tape, LLC	Operating	Nonprint Materials Total this claim	\$444.28 \$444.28	6/15/23	
23672	187	Monon Utilities	Operating	Utility Services Total this claim	\$83.03 \$83.03	6/15/23	

<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>
23673	188	Monon Telephone Co.	Operating	Communication and Transportati	\$171.29	6/15/23	
				Total this claim	<u>\$171.29</u>		
23674	189	NIPSCO	Operating	Utility Services	\$1,093.74	6/15/23	
				Total this claim	<u>\$1,093.74</u>		
23675	190	WT.COX Information Services	Operating	Periodicals and Newspapers	\$48.16	6/15/23	
				Total this claim	<u>\$48.16</u>		
23676	179	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$1,925.16	6/15/23	
				Total this claim	<u>\$1,925.16</u>		
23677	195	Baker & Taylor	Operating	Books	\$985.57	6/30/23	
				Total this claim	<u>\$985.57</u>		
23678	196	Center Point Large Print	Operating	Books	\$102.58	6/30/23	
				Total this claim	<u>\$102.58</u>		
23679	197	Demco, Inc.	Operating	Library Supplies	\$101.87	6/30/23	
				Total this claim	<u>\$101.87</u>		
23680	198	Laura E. Burcham	Operating	Salary of Custodian	\$160.00	6/30/23	June 16-30
				Total this claim	<u>\$160.00</u>		
23681	199	Mebulbs	Rainy Day Fund	Repairs and Maintenance	\$311.75	6/30/23	
				Total this claim	<u>\$311.75</u>		
23682	200	Midwest Tape, LLC	Operating	Nonprint Materials	\$135.94	6/30/23	
				Total this claim	<u>\$135.94</u>		
23683	201	Dave Rozmaynowski	Memorial/Gift Fund	Memorial	\$290.00	6/30/23	July 6th puppet show
				Total this claim	<u>\$290.00</u>		

Warrant Claim

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
23684	202	VISA	Operating	Books	\$48.00	6/30/23	
			Operating	Furniture and Equipment	\$531.12		
			Memorial/Gift Fund	Gift Fund	\$25.00		
				Total this claim	\$604.12		
23685	203	Howe Insurance Agency	Operating	Library Insurance	\$461.00	6/30/23	Acct #100895347
				Total this claim	\$461.00		

Total Amount of Claims \$29,207.84

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.

Thursday, July 6, 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 _____ day of _____, 20____.

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 6/1/23 To 6/30/23

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	\$25,063.80	\$26,936.20	51.8
1.02 Salary of Assistants	\$115,000.00	\$0.00	\$115,000.00	\$10,148.41	\$60,722.46	\$54,277.54	47.2
1.03 Salary of Custodian	\$7,500.00	\$0.00	\$7,500.00	\$320.00	\$1,920.00	\$5,580.00	74.4
1.04 Employee Benefits	\$64,000.00	\$0.00	\$64,000.00	\$4,578.60	\$33,109.98	\$30,890.02	48.3
Subtotal	\$238,500.00		\$238,500.00	\$19,224.31	\$120,816.24	\$117,683.76	49.3
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	\$160.32	\$456.87	\$2,293.13	83.4
2.04 Library Supplies	\$6,250.00	\$0.00	\$6,250.00	\$277.55	\$2,405.09	\$3,844.91	61.5
Subtotal	\$9,000.00		\$9,000.00	\$437.87	\$2,861.96	\$6,138.04	68.2
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	\$171.29	\$1,821.99	\$10,478.01	85.2
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	\$461.00	\$488.00	\$7,912.00	94.2
3.05 Utility Services	\$22,000.00	\$0.00	\$22,000.00	\$1,176.77	\$8,813.26	\$13,186.74	59.9
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$5,814.12	\$14,185.88	70.9
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	\$107.04	\$11,014.10	\$6,985.90	38.8
3.1 Transfer to Library Improvement Reserve	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
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	\$1,916.10	\$29,226.47	\$66,323.53	69.4
4. Capital Outlays							
4.02 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$935.89	\$3,211.14	\$11,788.86	78.6
4.03 Books	\$23,000.00	\$0.00	\$23,000.00	\$1,678.33	\$10,746.72	\$12,253.28	53.3
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$48.16	\$99.12	\$3,400.88	97.2
4.05 Nonprint Materials	\$12,000.00	\$0.00	\$12,000.00	\$797.04	\$2,792.16	\$9,207.84	76.7
Subtotal	\$53,500.00		\$53,500.00	\$3,459.42	\$16,849.14	\$36,650.86	68.5
Grand Total	\$396,550.00	\$0.00	\$396,550.00	\$25,037.70	\$169,753.81	\$226,796.19	57.2

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 6/1/23 To 6/30/23

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	\$311.75	\$7,807.59	\$17,192.41	68.8
Subtotal	\$25,000.00		\$25,000.00	\$311.75	\$7,807.59	\$17,192.41	68.8
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
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	\$311.75	\$7,807.59	\$38,941.41	83.3

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 6/1/23 To 6/30/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>I. 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	\$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	\$33,239.00	\$0.00	\$33,239.00	\$0.00	\$0.00	\$33,239.00	100.0

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 = 6/1/23 to 6/30/23

<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	\$441,774.53	\$25,037.70	\$249,753.81	\$152,377.15	\$258,718.19	\$450,738.91
Subtotal	\$441,774.53	\$25,037.70	\$249,753.81	\$152,377.15	\$258,718.19	\$450,738.91
2. Special Revenue						
200 Memorial/Gift Fund	\$5,339.62	\$315.00	\$1,071.42	\$0.61	\$253.23	\$4,521.43
201 Rainy Day Fund	\$371,164.88	\$623.50	\$15,615.18	\$69.47	\$40,511.42	\$396,061.12
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$0.00	\$253.08	\$1,140.84	\$0.00	\$3,617.83	\$2,476.99
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
Subtotal	\$379,838.24	\$1,191.58	\$20,753.40	\$70.08	\$44,857.48	\$403,942.32
4. Capital Projects						
400 Library Improvement Reserve Fund	\$311,948.10	\$0.00	\$0.00	\$26.23	\$40,391.86	\$352,339.96
Subtotal	\$311,948.10	\$0.00	\$0.00	\$26.23	\$40,391.86	\$352,339.96
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	\$0.00	\$0.00	\$10.00	\$124.90
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$1,108.08	\$6,663.53	\$1,108.08	\$6,663.53	\$0.00
804 FICA	\$0.00	\$888.19	\$5,318.80	\$888.19	\$5,318.80	\$0.00
805 MEDICARE	\$0.00	\$207.72	\$1,243.94	\$207.72	\$1,243.94	\$0.00
806 STATE	\$0.00	\$475.51	\$2,848.89	\$475.51	\$2,848.89	\$0.00
807 COUNTY	\$0.00	\$299.06	\$1,791.16	\$299.06	\$1,791.16	\$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	\$2,978.56	\$17,866.32	\$2,978.56	\$17,876.32	\$124.90
Grand Total	\$1,133,675.77	\$29,207.84	\$288,373.53	\$155,452.02	\$361,843.85	\$1,207,146.09

Total all banks = \$1,207,146.09

Bank Balances

Date Printed: 7/6/23

Monon Town & Township Public Library

Report Dates = 6/1/23 to 6/30/23

<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	\$78,085.11	\$155,347.29	\$28,896.09	\$204,536.31
2 Alliance Bank 93548	\$297,077.14	\$330,059.41	\$78.50	\$311.75	\$329,826.16
3 Alliance Bank 93556	\$172,391.76	\$212,757.39	\$26.23	\$0.00	\$212,783.62
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,133,675.77	\$1,080,901.91	\$155,452.02	\$29,207.84	\$1,207,146.09

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

Monon Town & Township Public Library

Report Dates = 6/1/23 to 6/30/23

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		\$92.94	\$543.39
132	COPIES		\$142.19	\$740.64
150	LOF PROPERTY TAXES		\$131,345.56	\$131,345.56
152	LOCAL INCOME TAX (LIT)		\$13,017.65	\$103,945.00
153	LOF MISC RECEIPT		\$32.32	\$82.32
154	LOF LICENSE EXCISE		\$6,434.67	\$6,434.67
155	LOF FINANCIAL INSTITUTION TAX		\$197.65	\$197.65
156	LOF SAVINGS INTEREST		\$8.42	\$41.96
157	LOF INTEREST FROM CD		\$75.62	\$2,359.62
158	LOF CHECKING INTEREST		\$4.38	\$15.79
159	LOF CVET		\$714.00	\$714.00
701	INTERFUND TRANSFER		\$311.75	\$9,807.59
			<u>\$152,377.15</u>	<u>\$258,718.19</u>

Receipt Summaries for :			200	Memorial/Gift Fund
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
302	MEMORIAL FUND RECEIPT			\$250.00
303	MEMORIAL GIFT FUND INTEREST		\$0.61	\$3.23
			<u>\$0.61</u>	<u>\$253.23</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		\$31.66	\$171.85
924	RAINY DAY INTEREST FROM CD		\$37.81	\$308.34
			<u>\$69.47</u>	<u>\$40,511.42</u>

Receipt Summaries for :			226	State Technology Fund Grant F
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
823	STATE TECH FUND GRANT FUND			\$3,617.83

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

\$3,617.83

Receipt Summaries for :		275	Carroll White REMC Community	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
962	Carroll White REMC Community			\$475.00
				\$475.00

Receipt Summaries for :		400	Library Improvement Reserve F	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
405	LIRF SAVINGS INTEREST		\$26.23	\$157.31
406	LIRF INTEREST FROM CD			\$234.55
701	INTERFUND TRANSFER			\$40,000.00
			\$26.23	\$40,391.86

Receipt Summaries for :		801	Evergreen Indiana Pass Throug	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
961	EVERGREEN INDIANA RECEIPT			\$10.00
				\$10.00

Receipt Summaries for :		803	FEDERAL	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$1,108.08	\$6,663.53
			\$1,108.08	\$6,663.53

Receipt Summaries for :		804	FICA	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$888.19	\$5,318.80
			\$888.19	\$5,318.80

Receipt Summaries for :		805	MEDICARE	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$207.72	\$1,243.94
			\$207.72	\$1,243.94

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

Printed On Thursday, July 6, 2023

Receipt Summaries for :		806	STATE
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$475.51	\$2,848.89
		\$475.51	\$2,848.89

Receipt Summaries for :		807	COUNTY
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$299.06	\$1,791.16
		\$299.06	\$1,791.16

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

Printed On Thursday, July 6, 2023

Librarian's Report – July 10, 2023

Work is still ongoing with the lights. We believe we finally found something that will work. We plan to move forward with the new bulb, and then try to replace the globe part of the fixtures in 2024. The electrician said it would take 2-3 weeks for the bulbs to arrive. The electrician also will fix the electrical outlet in the front entrance at the same time, in which case we finally will be able to move forward with the automatic door repairs.

We're still advertising for openings, but we did have one student start the last week of June. Also, Laura has decided not to clean any more effective the week of August 14. This is an agenda item, too. We made it a contract position when Laura took on the role. Barbara is willing to do it on a trial basis through the end of 2023 to see if she wants to continue with it. She prefers it to go back to an hourly role so she doesn't have to worry about taxes. I am proposing that the rate for the rest of 2023 would be the same as what it broke down to contract wise for Laura each week, which is \$16.00/hour for about 4-5 hours/week. A determination for the 2024 pay will happen before the end of the year.

Austin added an agenda item for the fee schedule to reflect some changes before the end of the year. We have added a third price for laminating, so the costs are 25 cents, 50 cents, and one dollar depending on the size. Austin also went ahead and updated the non-resident fee to \$90 since we will have to change it before 2024 anyways.

From Edith: As of now we have started giving away prizes, to the Adults that have completed their summer reading. We had 21 sign up. We don't have a program set up for the month of July. But it will be in August 5th at 10:30 to 11:30am on a Saturday. Purdue Extension will be presenting the program Staying Scam Safe.

From Barbara (she'll have a full summer reading wrap-up at next month's meeting): The 2023 Summer Reading program, "It's a Star-Spangled Summer...Read!" has been a success! We are continuing to build our numbers and had a record amount of preschoolers in attendance. Thursday, July 6th was the last day for this year's program with a pizza party for the Beyond Summer Reading group and a performance of Roz Puppets for preschoolers through 5th graders. A full Summer Reading report will be given next month.

Collection Area	June 2023 Circulation	June 2022 Circulation	June 2021 Circulation
Adult Fiction	269	252	209
Adult Non-Fiction	132	56	60
Adult/Juvenile DVDs/Videos	151	203	116
Adult/Juvenile Audiobooks	1	3	8
Magazines	33	52	41
Juvenile Fiction	272	164	128
Juvenile Non-Fiction	40	21	19
Young Adult/Teen	27	15	37
Video Games	37	7	0
Hoopla	23	32	18
Overdrive (ebooks/e-audio)	257	229	193
Hotspots	20	23	8
Library of Things	5	2	0
Spanish items	1	0	0
Total Circulation (# of checkouts)	1268	1059	837

2023 Fee Schedule

Black and White Computer Printouts or Copies	\$0.10 per page
Color Computer Printouts or Copies	\$0.25 per page
Faxes	\$0.50 per page sent/received
Laminating	\$0.25 3.5" x 5.5" \$0.50 8.5" x 11" \$1 11" x 17"
Notary	\$2 per transaction
Library Card Replacement	\$2
Overdue Charges	\$0 for Monon Library Items
Lost Items	Cost of item Or patron may purchase replacement
Non-resident Card	\$90
Liberty Township Card	\$0 - Paid by Trustee
Honey Creek Township Card	\$10 – Rest paid by Trustee

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 Librarian	\$ 54,000.00			
Salary of Assistants	\$ 115,000.00				Salary of Assistants	\$ 120,000.00			
Salary of Custodian	\$ 7,500.00				Salary of Custodian	\$ 7,500.00			
Employee Benefits	\$ 64,000.00		\$ 8,239.00		Employee Benefits	\$ 70,000.00	\$ 5,000.00	\$ 2,249.00	
Total Personal Services	\$ 238,500.00				Total Personal Services	\$ 251,500.00			
Supplies					Supplies				
Library Supplies	\$ 6,250.00				Library Supplies	\$ 6,500.00			
Cleaning Supplies	\$ 2,750.00				Cleaning Supplies	\$ 3,000.00			
Total Supplies	\$ 9,000.00				Total Supplies	\$ 9,500.00			
Other Services and Charges					Other Services and Charges				
Professional Services	\$ 2,000.00				Professional Services	\$ 2,250.00			
Communication and Transportation	\$ 12,300.00				Communication and Transportation	\$ 13,000.00			
Printing and Advertising	\$ 500.00				Printing and Advertising	\$ 500.00			
Library Insurance	\$ 8,400.00				Library Insurance	\$ 8,750.00			
Utility Services	\$ 22,000.00				Utility Services	\$ 23,000.00			
Repairs and Maintenance	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00		Repairs and Maintenance	\$ 21,000.00	\$ 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	\$ 6,250.00			
Total Other Services and Charges	\$ 95,550.00				Total Other Services and Charges	\$ 111,350.00			
Capital Outlays					Capital Outlays				
Furniture and Equipment	\$ 15,000.00	\$ 21,749.00			Furniture and Equipment	\$ 16,000.00	\$ 5,000.00	\$ 5,000.00	
Books	\$ 23,000.00				Books	\$ 24,000.00			
Periodicals and Newspapers	\$ 3,500.00				Periodicals and Newspapers	\$ 3,500.00			
Nonprint Materials	\$ 12,000.00				Nonprint Materials	\$ 12,500.00			
Total Capital Outlays	\$ 53,500.00				Total Capital Outlays	\$ 56,000.00			
Total Budget	\$ 396,550.00	\$ 46,749.00	\$ 33,239.00	\$ 476,538.00	Total Budget	\$ 428,350.00	\$ 35,000.00	\$ 32,249.00	\$ 495,599.00

4% increase for 2024
\$ 495,599.00