

**Monon Town and Township Public Library  
Board of Trustees  
Meeting Agenda // July 11, 2022, 4PM EST**

1. Call to Order
2. Approval of June 13 Board Meeting Minutes
3. Claims/Payroll for June 2022/Treasurer's Report
4. Librarian's Report – Items for Discussion/Action:
  - a. Tech Recycling
  - b. Lobby/Entryway Tiles
  
5. Personnel Report
  - a. Looking for Student Worker After Summer
  
6. Old Business
  - a. None
  
7. New Business
  - a. 2023 Budget (Draft)

8. Adjournment

The next meeting is Monday, August 8, 2022 at 4PM.

**Monon Town and Township Public Library Board of Trustees Meeting**  
**Monday, June 13, 2022, 4PM**

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

**Absent:** Jennifer Annis

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

**Minutes** - Julie Hart made a motion to approve the May 9 meeting minutes and Lexi Reagan seconded. All were in favor, and the motion passed.

**Finances/Treasurer's Report** - Michele Buswell made the motion to accept the financial reports and sign the claim register. Rosemary Cooley seconded the motion. All were in favor. The motion passed.

**Librarian's report** -The fire department now has a key to the library and to the fire panel. We just need to officially approve using Rainy Day money to pay for the installation to have our alarm monitored, and for the annual service agreement. This is \$3408.62 altogether with a \$900 annual cost we can budget for going forward. Julie Hart made a motion to spend the \$3408.62 out of the Rainy Day fund and Desi Kyle seconded. All present were in favor, and the motion passed.

We're still waiting to hear back on the Indiana Historical Society grant for the microfilm reader and microfilmed newspapers (should know by the end of June).

An adult summer reading program started on June 9 (the same day as the kids/teen programs – see Barbara's update below about that). Participants will get a small prize for finishing a bingo card, and then be entered into a drawing for a nicer prize (a Family Express gift card or an AncestryDNA kit).

The library had a booth setup at the Monon food fest this year, and it was a big success in comparison to the prior year when we were just setup outside the library. Austin and Barbara were able to ride the book bike around, too. The board would like Austin to look into storage options with sheds that the bike will fit in, and possibly talk to the building trades teacher at the school. Julie Hart made a motion for this work to be done, and Rosemary Cooley seconded. All present were in favor, and the motion passed.

The ESL class continues to be a success with Marissa. The enrollment for it is holding steady. To decrease the workload, it's now being offered once/week for an hour.

New public computers and hotspots were ordered, and have arrived. The five new hotspots bring us up to 15 of them, and they're all now available for checkout. Austin is hoping to finish the installation and setup of the new public computers this next week. We may need to pay as much as \$92/license for Microsoft Office because it seems that TechSoup no longer offers this discounted to libraries (only non-profits). That price is through AVC. This would be 8 x 67 (7 public computers and 1 staff laptop) for \$536 if the board approves. Michele Buswell made a motion to approve \$536 for Microsoft Office licenses, and Julie Hart seconded. All present were in favor, and the motion passed.

We're still waiting to hear what the growth quotient will be for 2023 budgets. The state has to notify us by June 30 (we can't do the budget until that's known). Austin plans to have a draft of a budget prepared for the July 11 board meeting, including salary information for the next year for all staff. He then will meet with our DLGF representative on July 13 to get officially started with the 2023 budget process.

We started the process of scanning old board meeting minutes to be sent to the state for microfilming.

Austin checked in with Harry Mohler regarding the rest of the front entrance work to stop the water leaks in the concrete/around the handrail. This also concerns moving the water from the side of the building back to the alley. Harry said he would follow up with the companies he had previously reached out to about this work.

We have the opportunity to be a future testing site for COVID, but Austin doesn't think we have the parking or space to safely do this. Julie Hart and Austin will look into the possibility of giving at home tests away by institutions instead of individuals. That way we only would be giving out free tests, but not be an actual testing site.

From Barbara: Summer Reading has gotten off to a slower start than we had hoped for. We had 6 children and adults for the Preschool program and 12 children and adults for the K-5 program. We are hoping that our numbers will increase next week. Sarah Ousley, the principal at the Elementary school has contacted us about having a small program for the Summer School children. The children range from Pre-Kindergarten through 5th grade. Not every teacher would be bringing their students to the library. We are still in the planning stages.

### **Personnel Report -**

Diana Lopez-Sandoval – last day May 23, 2022

Edith Montoya – first day May 16, 2022  
Grace Selagy – first day May 31, 2022

**Old Business** - None  
**New Business** - None

Lexi Reagan made a motion to adjourn the meeting at 4:55PM and Desi Kyle seconded. All present were in favor, and the motion passed. The next meeting: Monday, July 11, at 4PM.

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Clark Raver, President

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Rosemary Cooley, Secretary

**Register Of Claims**  
**Monon Town & Township Public Library**

**Report Date: From 6/1/22 To 6/30/22**

| <b>Warrant Number</b> | <b>Claim Number</b> | <b>Name of Claimant</b>  | <b>Fund</b>            | <b>Account</b>             | <b>Amount</b>     | <b>Date</b> | <b>Explanation</b>  |
|-----------------------|---------------------|--------------------------|------------------------|----------------------------|-------------------|-------------|---|
| 0                     | 179                 | Alliance Bank            | Operating              | Other Services and Charges | \$12.16           | 6/30/22     | Auto deposit charge   |
|                       |                     |                          |                        | <b>Total this claim</b>    | <b>\$12.16</b>    |             |   |
| 0                     | 178                 | Indiana Dept. of Revenue | STATE                  | Payroll Withholding        | \$473.38          | 6/30/22     | State and County Tax Deposit  |
|                       |                     |                          | COUNTY                 | Payroll Withholding        | \$291.17          |             |   |
|                       |                     |                          |                        | <b>Total this claim</b>    | <b>\$764.55</b>   |             |   |
| 0                     | 177                 | Internal Revenue Service | Operating              | Employee Benefits          | \$883.58          | 6/30/22     | Federal Tax Deposit   |
|                       |                     |                          | Operating              | Employee Benefits          | \$206.66          |             |   |
|                       |                     |                          | FEDERAL                | Payroll Withholding        | \$1,086.09        |             |   |
|                       |                     |                          | FICA                   | Payroll Withholding        | \$883.58          |             |   |
|                       |                     |                          | MEDICARE               | Payroll Withholding        | \$206.66          |             |   |
|                       |                     |                          |                        | <b>Total this claim</b>    | <b>\$3,266.57</b> |             |   |
| 0                     | 176                 | Monon Public Library     | Library Improvement Re | Interfund Transfers        | \$4,844.94        | 6/30/22     | Transfer of funds from LIRF to Operating for HotSpots and computers |
|                       |                     |                          |                        | <b>Total this claim</b>    | <b>\$4,844.94</b> |             |   |
| 0                     | 152                 | PERF                     | Operating              | Employee Benefits          | \$821.06          | 6/15/22     | PERF Deposit  |
|                       |                     |                          | PERF                   | Payroll Withholding        | \$0.00            |             |   |
|                       |                     |                          |                        | <b>Total this claim</b>    | <b>\$821.06</b>   |             |   |
| 0                     | 174                 | Payroll                  | Operating              | Salary of Librarian        | \$1,989.19        | 6/30/22     | PAYROLL   |
|                       |                     |                          | Operating              | Salary of Assistants       | \$5,065.05        |             |   |
|                       |                     |                          |                        | <b>Total this claim</b>    | <b>\$7,054.24</b> |             |   |
| 0                     | 173                 | PERF                     | Operating              | Employee Benefits          | \$812.23          | 6/30/22     | PERF Deposit  |
|                       |                     |                          | PERF                   | Payroll Withholding        | \$0.00            |             |   |
|                       |                     |                          |                        | <b>Total this claim</b>    | <b>\$812.23</b>   |             |   |

| <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                     | 151                 | Monon Public Library             | Rainy Day Fund        | Interfund Transfers     | \$3,408.62        | 6/16/22     | Funds- \$2508.62 fire alarm monitoring installation, & \$900 planned annual service agreement-Internet Transfer from Bank 2 to Bank 1 |
|                       |                     |                                  |                       | <b>Total this claim</b> | <u>\$3,408.62</u> |             |   |
| 0                     | 180                 | Alliance Bank                    | Operating             | Rentals                 | \$15.00           | 6/30/22     | Safe Deposit Box  |
|                       |                     |                                  |                       | <b>Total this claim</b> | <u>\$15.00</u>    |             |   |
| 0                     | 167                 | Payroll                          | Operating             | Salary of Librarian     | \$1,989.19        | 6/15/22     | PAYROLL   |
|                       |                     |                                  | Operating             | Salary of Assistants    | \$5,207.48        |             |   |
|                       |                     |                                  |                       | <b>Total this claim</b> | <u>\$7,196.67</u> |             |   |
| 23358                 | 153                 | Anthem Blue Cross Blue Shield    | Operating             | Employee Benefits       | \$2,699.31        | 6/15/22     |   |
|                       |                     |                                  |                       | <b>Total this claim</b> | <u>\$2,699.31</u> |             |   |
| 23359                 | 154                 | Baker & Taylor                   | Operating             | Books                   | \$554.58          | 6/15/22     |   |
|                       |                     |                                  |                       | <b>Total this claim</b> | <u>\$554.58</u>   |             |   |
| 23360                 | 155                 | CENGAGE Learning/ Gale           | Operating             | Books                   | \$182.34          | 6/15/22     |   |
|                       |                     |                                  |                       | <b>Total this claim</b> | <u>\$182.34</u>   |             |   |
| 23361                 | 156                 | Center Point Large Print         | Operating             | Books                   | \$24.02           | 6/15/22     |   |
|                       |                     |                                  |                       | <b>Total this claim</b> | <u>\$24.02</u>    |             |   |
| 23362                 | 157                 | ENA Services LLC                 | State Technology Fund | Other                   | \$353.08          | 6/15/22     |   |
|                       |                     |                                  |                       | <b>Total this claim</b> | <u>\$353.08</u>   |             |   |
| 23363                 | 158                 | Johnson Controls Fire Protection | Operating             | Furniture and Equipment | \$900.00          | 6/15/22     |   |
|                       |                     |                                  |                       | <b>Total this claim</b> | <u>\$900.00</u>   |             |   |
| 23364                 | 159                 | Johnson Controls Fire Protection | Operating             | Furniture and Equipment | \$2,508.62        | 6/15/22     |   |
|                       |                     |                                  |                       | <b>Total this claim</b> | <u>\$2,508.62</u> |             |   |
| 23365                 | 160                 | Laura E. Burcham                 | Operating             | Salary of Custodian     | \$150.00          | 6/15/22     | June 1 - 15   |
|                       |                     |                                  |                       | <b>Total this claim</b> | <u>\$150.00</u>   |             |   |

| <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> |
|-----------------------|---------------------|---------------------------------|-------------|--------------------------------|-------------------|-------------|--------------------|
| 23366                 | 161                 | Midwest Tape                    | Operating   | Nonprint Materials             | \$228.39          | 6/15/22     |                    |
|                       |                     |                                 |             | <b>Total this claim</b>        | <u>\$228.39</u>   |             |                    |
| 23367                 | 162                 | Monon Civic Preservation Societ | Operating   | Nonprint Materials             | \$20.00           | 6/15/22     |                    |
|                       |                     |                                 |             | <b>Total this claim</b>        | <u>\$20.00</u>    |             |                    |
| 23368                 | 163                 | Monon Telephone Co.             | Operating   | Communication and Transportati | \$167.00          | 6/15/22     |                    |
|                       |                     |                                 |             | <b>Total this claim</b>        | <u>\$167.00</u>   |             |                    |
| 23369                 | 164                 | Monon Utilities                 | Operating   | Utility Services               | \$90.09           | 6/15/22     |                    |
|                       |                     |                                 |             | <b>Total this claim</b>        | <u>\$90.09</u>    |             |                    |
| 23370                 | 165                 | NIPSCO                          | Operating   | Utility Services               | \$1,579.24        | 6/15/22     |                    |
|                       |                     |                                 |             | <b>Total this claim</b>        | <u>\$1,579.24</u> |             |                    |
| 23371                 | 166                 | Taste Of Home Books             | Operating   | Books                          | \$28.99           | 6/15/22     |                    |
|                       |                     |                                 | Operating   | Communication and Transportati | \$6.99            |             |                    |
|                       |                     |                                 |             | <b>Total this claim</b>        | <u>\$35.98</u>    |             |                    |
| 23372                 | 168                 | Baker & Taylor                  | Operating   | Books                          | \$827.81          | 6/30/22     |                    |
|                       |                     |                                 |             | <b>Total this claim</b>        | <u>\$827.81</u>   |             |                    |
| 23373                 | 169                 | Center Point Large Print        | Operating   | Books                          | \$101.28          | 6/30/22     |                    |
|                       |                     |                                 |             | <b>Total this claim</b>        | <u>\$101.28</u>   |             |                    |
| 23374                 | 170                 | Laura E. Burcham                | Operating   | Salary of Custodian            | \$150.00          | 6/30/22     |                    |
|                       |                     |                                 |             | <b>Total this claim</b>        | <u>\$150.00</u>   |             |                    |
| 23375                 | 171                 | Midwest Tape                    | Operating   | Nonprint Materials             | \$126.19          | 6/30/22     |                    |
|                       |                     |                                 |             | <b>Total this claim</b>        | <u>\$126.19</u>   |             |                    |

Warrant Claim

Number Number Name of Claimant Fund Account Amount Date Explanation

|       |     |              |                    |                                 |                   |         |  |
|-------|-----|--------------|--------------------|---------------------------------|-------------------|---------|--|
| 23376 | 172 | SYNCB/AMAZON | Operating          | Books                           | \$77.51           | 6/30/22 |  |
|       |     |              | Operating          | Library Supplies                | \$198.68          |         |  |
|       |     |              | Operating          | Cleaning and Sanitation Supplie | \$69.62           |         |  |
|       |     |              | Operating          | Nonprint Materials              | \$20.97           |         |  |
|       |     |              | Operating          | Other                           | \$4,199.94        |         |  |
|       |     |              | Memorial/Gift Fund | Gift Fund                       | \$94.97           |         |  |
|       |     |              |                    | <b>Total this claim</b>         | <b>\$4,661.69</b> |         |  |
| 23377 | 175 | VISA         | Operating          | Other                           | \$645.00          | 6/30/22 |  |
|       |     |              | Operating          | Furniture and Equipment         | \$227.50          |         |  |
|       |     |              | Memorial/Gift Fund | Gift Fund                       | \$245.76          |         |  |
|       |     |              |                    | <b>Total this claim</b>         | <b>\$1,118.26</b> |         |  |

Total Amount of Claims \$44,673.92

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.

Wednesday, July 6, 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 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$44,673.92

Date this 11th day of July, 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 6/1/22 To 6/30/22

| Account # Description                       | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD   | Balance             | Percent Remain |
|---|----------------------|-------------------------|-----------------------|--------------------------|---------------------|---------------------|----------------|
| <b>I. Personal Services</b>                 |                      |                         |                       |                          |                     |                     |                |
| 1.01 Salary of Librarian                    | \$50,000.00          | \$0.00                  | \$50,000.00           | \$3,978.38               | \$23,290.88         | \$26,709.12         | 53.4           |
| 1.02 Salary of Assistants                   | \$110,000.00         | \$0.00                  | \$110,000.00          | \$10,272.53              | \$54,944.00         | \$55,056.00         | 50.1           |
| 1.03 Salary of Custodian                    | \$7,500.00           | \$0.00                  | \$7,500.00            | \$300.00                 | \$1,020.00          | \$6,480.00          | 86.4           |
| 1.04 Employee Benefits                      | \$50,000.00          | \$0.00                  | \$50,000.00           | \$5,422.84               | \$31,665.49         | \$18,334.51         | 36.7           |
| <b>Subtotal</b>                             | <b>\$217,500.00</b>  |                         | <b>\$217,500.00</b>   | <b>\$19,973.75</b>       | <b>\$110,920.37</b> | <b>\$106,579.63</b> | <b>49.0</b>    |
| <b>2. Supplies</b>                          |                      |                         |                       |                          |                     |                     |                |
| 2.02 Cleaning and Sanitation Supplies       | \$2,500.00           | \$0.00                  | \$2,500.00            | \$69.62                  | \$308.98            | \$2,191.02          | 87.6           |
| 2.04 Library Supplies                       | \$6,000.00           | \$0.00                  | \$6,000.00            | \$198.68                 | \$2,549.86          | \$3,450.14          | 57.5           |
| <b>Subtotal</b>                             | <b>\$8,500.00</b>    |                         | <b>\$8,500.00</b>     | <b>\$268.30</b>          | <b>\$2,858.84</b>   | <b>\$5,641.16</b>   | <b>66.4</b>    |
| <b>3. Other Services and Charge</b>         |                      |                         |                       |                          |                     |                     |                |
| 3.01 Professional Services                  | \$1,500.00           | \$0.00                  | \$1,500.00            | \$0.00                   | \$641.76            | \$858.24            | 57.2           |
| 3.02 Communication and Transportation       | \$12,300.00          | \$0.00                  | \$12,300.00           | \$173.99                 | \$1,522.76          | \$10,777.24         | 87.6           |
| 3.03 Printing and Advertising               | \$500.00             | \$0.00                  | \$500.00              | \$0.00                   | \$0.00              | \$500.00            | 100.0          |
| 3.04 Library Insurance                      | \$8,400.00           | \$0.00                  | \$8,400.00            | \$0.00                   | \$170.00            | \$8,230.00          | 98.0           |
| 3.05 Utility Services                       | \$21,000.00          | \$0.00                  | \$21,000.00           | \$1,669.33               | \$8,928.58          | \$12,071.42         | 57.5           |
| 3.06 Repairs and Maintenance                | \$20,000.00          | \$0.00                  | \$20,000.00           | \$0.00                   | \$4,507.07          | \$15,492.93         | 77.5           |
| 3.07 Rentals                                | \$500.00             | \$0.00                  | \$500.00              | \$15.00                  | \$15.00             | \$485.00            | 97.0           |
| 3.08 Dues, Interest, Taxes                  | \$1,000.00           | \$0.00                  | \$1,000.00            | \$0.00                   | \$364.27            | \$635.73            | 63.6           |
| 3.09 Other Services and Charges             | \$14,000.00          | \$0.00                  | \$14,000.00           | \$12.16                  | \$7,631.40          | \$6,368.60          | 45.5           |
| 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                   | \$0.00              | \$6,700.00          | 100.0          |

| Account # Description           | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD   | Balance             | Percent Remain |
|---------------------------------|----------------------|-------------------------|-----------------------|--------------------------|---------------------|---------------------|----------------|
| 3.2 2021 Encumbered Funds       | \$0.00               | \$0.00                  | \$0.00                | \$0.00                   | \$0.00              | \$0.00              | #Num!          |
| <b>Subtotal</b>                 | <b>\$90,900.00</b>   |                         | <b>\$90,900.00</b>    | <b>\$1,870.48</b>        | <b>\$23,780.84</b>  | <b>\$67,119.16</b>  | <b>73.8</b>    |
| <b>4. Capital Outlays</b>       |                      |                         |                       |                          |                     |                     |                |
| 4.02 Furniture and Equipment    | \$15,000.00          | \$0.00                  | \$15,000.00           | \$3,636.12               | \$4,603.78          | \$10,396.22         | 69.3           |
| 4.03 Books                      | \$23,000.00          | \$0.00                  | \$23,000.00           | \$1,796.53               | \$9,149.10          | \$13,850.90         | 60.2           |
| 4.04 Periodicals and Newspapers | \$3,500.00           | \$0.00                  | \$3,500.00            | \$0.00                   | \$1,209.79          | \$2,290.21          | 65.4           |
| 4.05 Nonprint Materials         | \$8,500.00           | \$0.00                  | \$8,500.00            | \$395.55                 | \$2,816.45          | \$5,683.55          | 66.9           |
| <b>Subtotal</b>                 | <b>\$50,000.00</b>   |                         | <b>\$50,000.00</b>    | <b>\$5,828.20</b>        | <b>\$17,779.12</b>  | <b>\$32,220.88</b>  | <b>64.4</b>    |
| <b>Grand Total</b>              | <b>\$366,900.00</b>  |                         | <b>\$366,900.00</b>   | <b>\$27,940.73</b>       | <b>\$155,339.17</b> | <b>\$211,560.83</b> | <b>57.7</b>    |

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 6/1/22 To 6/30/22**

| <b>Account # Description</b>        | <b>Annual Appropriation</b> | <b>Change to Appropriation</b> | <b>Current Appropriation</b> | <b>Disbursements This Month</b> | <b>Disbursements YTD</b> | <b>Balance</b>     | <b>Percent Remain</b> |
|-------------------------------------|-----------------------------|--------------------------------|------------------------------|---------------------------------|--------------------------|--------------------|-----------------------|
| <b>3. Other Services and Charge</b> |                             |                                |                              |                                 |                          |                    |                       |
| 3.06 Repairs and Maintenance        | \$25,000.00                 | \$0.00                         | \$25,000.00                  | \$0.00                          | \$0.00                   | \$25,000.00        | 100.0                 |
| 3.2 2021 Encumbered Funds           | \$24,730.00                 | \$0.00                         | \$24,730.00                  | \$0.00                          | \$24,730.00              | \$0.00             | 0.0                   |
| <b>Subtotal</b>                     | <b>\$49,730.00</b>          |                                | <b>\$49,730.00</b>           | <b>\$0.00</b>                   | <b>\$24,730.00</b>       | <b>\$25,000.00</b> | <b>50.3</b>           |
| <b>4. Capital Outlays</b>           |                             |                                |                              |                                 |                          |                    |                       |
| 4.02 Furniture and Equipment        | \$25,000.00                 | \$0.00                         | \$25,000.00                  | \$0.00                          | \$0.00                   | \$25,000.00        | 100.0                 |
| <b>Subtotal</b>                     | <b>\$25,000.00</b>          |                                | <b>\$25,000.00</b>           | <b>\$0.00</b>                   | <b>\$0.00</b>            | <b>\$25,000.00</b> | <b>100.0</b>          |
| <b>Grand Total</b>                  | <b>\$74,730.00</b>          | <b>\$0.00</b>                  | <b>\$74,730.00</b>           | <b>\$0.00</b>                   | <b>\$24,730.00</b>       | <b>\$50,000.00</b> | <b>66.9</b>           |

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 6/1/22 To 6/30/22

| 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              | \$8,947.00           | \$0.00                  | \$8,947.00            | \$0.00                   | \$0.00            | \$8,947.00         | 100.0          |
| <b>Subtotal</b>                     | <b>\$8,947.00</b>    |                         | <b>\$8,947.00</b>     | <b>\$0.00</b>            | <b>\$0.00</b>     | <b>\$8,947.00</b>  | <b>100.0</b>   |
| <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          |
| <b>Subtotal</b>                     | <b>\$25,000.00</b>   |                         | <b>\$25,000.00</b>    | <b>\$0.00</b>            | <b>\$0.00</b>     | <b>\$25,000.00</b> | <b>100.0</b>   |
| <i>4. Capital Outlays</i>           |                      |                         |                       |                          |                   |                    |                |
| 4.02 Furniture and Equipment        | \$3,000.00           | \$0.00                  | \$3,000.00            | \$0.00                   | \$0.00            | \$3,000.00         | 100.0          |
| <b>Subtotal</b>                     | <b>\$3,000.00</b>    |                         | <b>\$3,000.00</b>     | <b>\$0.00</b>            | <b>\$0.00</b>     | <b>\$3,000.00</b>  | <b>100.0</b>   |
| <b>Grand Total</b>                  | <b>\$36,947.00</b>   | <b>\$0.00</b>           | <b>\$36,947.00</b>    | <b>\$0.00</b>            | <b>\$0.00</b>     | <b>\$36,947.00</b> | <b>100.0</b>   |

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

**Monon Town & Township Public Library**

Report Dates = 6/1/22 to 6/30/22

**Receipt Summaries for : 100 Operating**

| <i>Account</i>                    | <i>This Month</i>   | <i>YTD</i>          |
|-----------------------------------|---------------------|---------------------|
| 110 LIBERTY TOWNSHIP CARDS        |                     | \$2,325.00          |
| 130 FINES AND FEES                | \$48.23             | \$406.41            |
| 132 COPIES                        | \$49.35             | \$438.52            |
| 150 LOF PROPERTY TAXES            | \$123,819.90        | \$123,819.90        |
| 152 LOCAL INCOME TAX (LIT)        | \$11,504.00         | \$79,529.00         |
| 153 LOF MISC RECEIPT              |                     | \$180.00            |
| 154 LOF LICENSE EXCISE            | \$7,276.34          | \$7,276.34          |
| 155 LOF FINANCIAL INSTITUTION TAX | \$259.16            | \$259.16            |
| 156 LOF SAVINGS INTEREST          | \$3.33              | \$23.99             |
| 157 LOF INTEREST FROM CD          | \$7.56              | \$140.44            |
| 158 LOF CHECKING INTEREST         | \$4.94              | \$14.68             |
| 159 LOF CVET                      | \$687.00            | \$687.00            |
| 401 EXAMINATION OF RECORDS        | (\$3,465.00)        | (\$3,465.00)        |
| 701 INTERFUND TRANSFER            | \$8,253.56          | \$9,940.35          |
| 1000 VOID                         | \$0.00              | \$0.00              |
|                                   | <u>\$148,448.37</u> | <u>\$221,575.79</u> |

**Receipt Summaries for : 200 Memorial/Gift Fund**

| <i>Account</i>                  | <i>This Month</i> | <i>YTD</i>      |
|---------------------------------|-------------------|-----------------|
| 302 MEMORIAL FUND RECEIPT       |                   | \$545.00        |
| 303 MEMORIAL GIFT FUND INTEREST | \$0.78            | \$4.92          |
|                                 | <u>\$0.78</u>     | <u>\$549.92</u> |

**Receipt Summaries for : 201 Rainy Day Fund**

| <i>Account</i>                 | <i>This Month</i> | <i>YTD</i>         |
|--------------------------------|-------------------|--------------------|
| 701 INTERFUND TRANSFER         |                   | \$50,000.00        |
| 923 RAINY DAY INTEREST         | \$34.71           | \$204.74           |
| 924 RAINY DAY INTEREST FROM CD | \$7.56            | \$135.32           |
|                                | <u>\$42.27</u>    | <u>\$50,340.06</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 |                   | \$3,696.54 |

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

\$3,696.54

| <b>Receipt Summaries for :</b> |                          | <b>279</b> | <b>ARPA Grant Fund</b> |             |
|--------------------------------|--------------------------|------------|------------------------|-------------|
| <i>Account</i>                 |                          |            | <i>This Month</i>      | <i>YTD</i>  |
| 145                            | ARPA Grant Reimbursement |            | \$963.24               | \$11,373.34 |
|                                |                          |            | \$963.24               | \$11,373.34 |

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

| <b>Receipt Summaries for :</b> |                       | <b>400</b> | <b>Library Improvement Reserve F</b> |             |
|--------------------------------|-----------------------|------------|--------------------------------------|-------------|
| <i>Account</i>                 |                       |            | <i>This Month</i>                    | <i>YTD</i>  |
| 405                            | LIRF SAVINGS INTEREST |            | \$22.88                              | \$136.82    |
| 406                            | LIRF INTEREST FROM CD |            | \$7.56                               | \$112.96    |
| 701                            | INTERFUND TRANSFER    |            |                                      | \$55,000.00 |
|                                |                       |            | \$30.44                              | \$55,249.78 |

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

| <b>Receipt Summaries for :</b> |                      | <b>803</b> | <b>FEDERAL</b>    |            |
|--------------------------------|----------------------|------------|-------------------|------------|
| <i>Account</i>                 |                      |            | <i>This Month</i> | <i>YTD</i> |
| 400                            | Payroll Withholdings |            | \$1,086.09        | \$6,056.22 |
|                                |                      |            | \$1,086.09        | \$6,056.22 |

| <b>Receipt Summaries for :</b> |                      | <b>804</b> | <b>FICA</b>       |            |
|--------------------------------|----------------------|------------|-------------------|------------|
| <i>Account</i>                 |                      |            | <i>This Month</i> | <i>YTD</i> |
| 400                            | Payroll Withholdings |            | \$883.58          | \$4,867.35 |
|                                |                      |            | \$883.58          | \$4,867.35 |

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

Printed On Wednesday, July 6, 2022

| <b>Receipt Summaries for :</b> |                      | <b>805</b>        | <b>MEDICARE</b>      |
|--------------------------------|----------------------|-------------------|----------------------|
| <i>Account</i>                 |                      | <i>This Month</i> | <i>YTD</i>           |
| 400                            | Payroll Withholdings | \$206.66          | \$1,138.37           |
|                                |                      | <u>\$206.66</u>   | <u>\$1,138.37</u>    |
| <b>Receipt Summaries for :</b> |                      | <b>806</b>        | <b>STATE</b>         |
| <i>Account</i>                 |                      | <i>This Month</i> | <i>YTD</i>           |
| 400                            | Payroll Withholdings | \$473.38          | \$2,662.89           |
|                                |                      | <u>\$473.38</u>   | <u>\$2,662.89</u>    |
| <b>Receipt Summaries for :</b> |                      | <b>807</b>        | <b>COUNTY</b>        |
| <i>Account</i>                 |                      | <i>This Month</i> | <i>YTD</i>           |
| 400                            | Payroll Withholdings | \$291.17          | \$1,633.17           |
|                                |                      | <u>\$291.17</u>   | <u>\$1,633.17</u>    |
| <b>Receipt Summaries for :</b> |                      | <b>809</b>        | <b>Other</b>         |
| <i>Account</i>                 |                      | <i>This Month</i> | <i>YTD</i>           |
| 1000                           | VOID                 |                   | \$0.00               |
|                                |                      |                   | <u>\$0.00</u>        |
| <b>Receipt Summaries for :</b> |                      | <b>810</b>        | <b>Transfer Fund</b> |
| <i>Account</i>                 |                      | <i>This Month</i> | <i>YTD</i>           |
| 702                            | INTERBANK TRANSFER   |                   | \$2,319.35           |
|                                |                      |                   | <u>\$2,319.35</u>    |

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

Printed On Wednesday, July 6, 2022

# Bank Balances

Date Printed: 7/6/22

## Monon Town & Township Public Library

Report Dates = 6/1/22 to 6/30/22

| <i>Bank</i>               | <i>Start of Year</i>  | <i>Start of Month</i> | <i>Receipts this Month</i> | <i>Vouchers thisMonth</i> | <i>EOM Balance</i>    |
|---------------------------|-----------------------|-----------------------|----------------------------|---------------------------|-----------------------|
| 1 Alliance Bank 008-092-6 | \$259,937.25          | \$89,551.20           | \$152,349.16               | \$36,420.36               | \$205,480.00          |
| 2 Alliance Bank 93548     | \$267,153.66          | \$317,476.25          | \$46.38                    | \$3,408.62                | \$314,114.01          |
| 3 Alliance Bank 93556     | \$135,020.32          | \$186,233.52          | \$30.44                    | \$4,844.94                | \$181,419.02          |
| 4 Alliance Bank 1000      | \$460,000.00          | \$460,000.00          | \$0.00                     | \$0.00                    | \$460,000.00          |
| <b>Total all banks =</b>  | <b>\$1,122,111.23</b> | <b>\$1,053,260.97</b> | <b>\$152,425.98</b>        | <b>\$44,673.92</b>        | <b>\$1,161,013.03</b> |

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 = 6/1/22 to 6/30/22

| <i>Fund</i>                             | <i>Start of year</i>  | <i>Disbursements this month</i> | <i>Disbursements YTD</i> | <i>Receipts this month</i> | <i>Receipts YTD</i> | <i>Balance</i>        |
|---|-----------------------|---------------------------------|--------------------------|----------------------------|---------------------|-----------------------|
| <b>1. General</b>                       |                       |                                 |                          |                            |                     |                       |
| 100 Operating                           | \$470,173.48          | \$32,785.67                     | \$259,141.07             | \$148,448.37               | \$221,575.79        | \$432,608.20          |
| <b>Subtotal</b>                         | <b>\$470,173.48</b>   | <b>\$32,785.67</b>              | <b>\$259,141.07</b>      | <b>\$148,448.37</b>        | <b>\$221,575.79</b> | <b>\$432,608.20</b>   |
| <b>2. Special Revenue</b>               |                       |                                 |                          |                            |                     |                       |
| 200 Memorial/Gift Fund                  | \$7,255.55            | \$340.73                        | \$2,140.57               | \$0.78                     | \$549.92            | \$5,664.90            |
| 201 Rainy Day Fund                      | \$370,277.75          | \$3,408.62                      | \$28,138.62              | \$42.27                    | \$50,340.06         | \$392,479.19          |
| 203 Levy Excess Fund                    | \$0.00                | \$0.00                          | \$0.00                   | \$0.00                     | \$0.00              | \$0.00                |
| 226 State Technology Fund Grant Fund    | \$0.00                | \$353.08                        | \$3,308.24               | \$0.00                     | \$3,696.54          | \$388.30              |
| 276 Annie Horton Advisory Grant Fund    | \$1,029.99            | \$0.00                          | \$696.25                 | \$0.00                     | \$0.00              | \$333.74              |
| 277 Indiana Humanities Grant Fund       | \$0.00                | \$0.00                          | \$0.00                   | \$0.00                     | \$0.00              | \$0.00                |
| 278 CARES Grant Fund                    | \$2,000.00            | \$0.00                          | \$0.00                   | \$0.00                     | \$0.00              | \$2,000.00            |
| 279 ARPA Grant Fund                     | (\$5,632.63)          | \$0.00                          | \$5,740.71               | \$963.24                   | \$11,373.34         | \$0.00                |
| 280 LSTA Grant Fund                     | (\$1,790.00)          | \$0.00                          | \$1,884.04               | \$0.00                     | \$3,674.04          | \$0.00                |
| <b>Subtotal</b>                         | <b>\$373,140.66</b>   | <b>\$4,102.43</b>               | <b>\$41,908.43</b>       | <b>\$1,006.29</b>          | <b>\$69,633.90</b>  | <b>\$400,866.13</b>   |
| <b>4. Capital Projects</b>              |                       |                                 |                          |                            |                     |                       |
| 400 Library Improvement Reserve Fund    | \$278,681.19          | \$4,844.94                      | \$6,531.73               | \$30.44                    | \$55,249.78         | \$327,399.24          |
| <b>Subtotal</b>                         | <b>\$278,681.19</b>   | <b>\$4,844.94</b>               | <b>\$6,531.73</b>        | <b>\$30.44</b>             | <b>\$55,249.78</b>  | <b>\$327,399.24</b>   |
| <b>5. Clearing</b>                      |                       |                                 |                          |                            |                     |                       |
| 800 PLAC Fund                           | \$0.00                | \$0.00                          | \$0.00                   | \$0.00                     | \$0.00              | \$0.00                |
| 801 Evergreen Indiana Pass Through Fund | \$115.90              | \$0.00                          | \$211.37                 | \$0.00                     | \$234.93            | \$139.46              |
| 802 Payroll fund                        | \$0.00                | \$0.00                          | \$0.00                   | \$0.00                     | \$0.00              | \$0.00                |
| 803 FEDERAL                             | \$0.00                | \$1,086.09                      | \$6,056.22               | \$1,086.09                 | \$6,056.22          | \$0.00                |
| 804 FICA                                | \$0.00                | \$883.58                        | \$4,867.35               | \$883.58                   | \$4,867.35          | \$0.00                |
| 805 MEDICARE                            | \$0.00                | \$206.66                        | \$1,138.37               | \$206.66                   | \$1,138.37          | \$0.00                |
| 806 STATE                               | \$0.00                | \$473.38                        | \$2,662.89               | \$473.38                   | \$2,662.89          | \$0.00                |
| 807 COUNTY                              | \$0.00                | \$291.17                        | \$1,633.17               | \$291.17                   | \$1,633.17          | \$0.00                |
| 808 PERF                                | \$0.00                | \$0.00                          | \$0.00                   | \$0.00                     | \$0.00              | \$0.00                |
| 809 Other                               | \$0.00                | \$0.00                          | \$0.00                   | \$0.00                     | \$0.00              | \$0.00                |
| 810 Transfer Fund                       | \$0.00                | \$0.00                          | \$2,319.35               | \$0.00                     | \$2,319.35          | \$0.00                |
| <b>Subtotal</b>                         | <b>\$115.90</b>       | <b>\$2,940.88</b>               | <b>\$18,888.72</b>       | <b>\$2,940.88</b>          | <b>\$18,912.28</b>  | <b>\$139.46</b>       |
| <b>Grand Total</b>                      | <b>\$1,122,111.23</b> | <b>\$44,673.92</b>              | <b>\$326,469.95</b>      | <b>\$152,425.98</b>        | <b>\$365,371.75</b> | <b>\$1,161,013.03</b> |

**Total all banks = \$1,161,013.03**

### **Librarian's Report – July 11, 2022**

We received the Heritage Support Grant from the Indiana Historical Society (as part of the Monon Civic Preservation Society), so we will soon be adding a microfilm reader and getting newspapers microfilmed. The staff has been busy scanning board meeting minutes, too, so we are almost ready to have all of those microfilmed as required by the state.

We have a lot of old tech things that I would like to dispose of. You will see some information from a tech recycling company in Indianapolis that will pick up what we gather for free. This would be old computers that need safely disposed of, as well as any surplus things we have that aren't valued enough to be considered fixed assets (cables, printers, some old monitors – we will hang onto some). Most of the things are free (a few things you'll see listed that have a fee), and we just have to notify them when to pick it up.

The new public computers and hotspots are out and in order. We still need to replace the downstairs computers with what was removed from upstairs.

The tile is cracking and coming up in a few places in the lobby and entryway. Caulking can help temporarily, but it's not a problem that can be fixed without redoing the floor completely. Austin asked the same company that did the library carpet a few years ago for a quote. They quoted us for both retiling it with ceramic tile as well as just putting down carpet tiles. Austin also asked about the possibility of using the same carpet we have now. You will see those quotes after this report. Austin recommends eventually carpeting it since it's the most affordable solution. We may need to wait on this until closer to the end of the year. We are also hoping to get work completed on the front entrance before the end of the year. We have about \$46k left we can spend out of Rainy Day in 2022, and about \$30k out of LIRF. Some of that LIRF money will go to pay for overages on employee benefits. If we proceed now, Austin recommends taking it out of the Rainy Day fund.

We have had 19 adults participate in the adult summer reading program so far, which ends this week. Barbara also is wrapping up summer reading later this week. We'll have a fuller report on all things summer next month.

Johnson Controls completed work in installing the fire alarm panel. They said that if the cell network doesn't work well (it connects via Verizon towers), we may eventually need an IT company to run cabling so it is directly wired into our network and not operating on the wireless. That is beyond the capabilities of the work they can do for us.

Marissa received some training from the White County Literacy group this past week, and they now will give her materials that she can use for ESL classes as well as give those in attendance. She plans to attend the literacy group's next board meeting today (and Austin plans to attend the August meeting).

A lot of libraries are creating public comment policies due to more people complaining about libraries carrying certain books or items. To be proactive with this, before we have challenges on our collection, Austin will work on a draft policy from looking at other library policies for the August board meeting.

| <b>Collection Area</b>                    | <b>June 2022 Circulation</b> | <b>June 2021 Circulation</b> | <b>June 2020 Circulation</b> |
|---|------------------------------|------------------------------|------------------------------|
| Adult Fiction                             | 252                          | 209                          | 125                          |
| Adult Non-Fiction                         | 56                           | 60                           | 25                           |
| Adult/Juvenile DVDs/Videos                | 203                          | 116                          | 53                           |
| Adult/Juvenile Audiobooks                 | 3                            | 8                            | 1                            |
| Magazines                                 | 52                           | 41                           | 47                           |
| Juvenile Fiction                          | 164                          | 128                          | 36                           |
| Juvenile Non-Fiction                      | 21                           | 19                           | 5                            |
| Young Adult/Teen                          | 15                           | 37                           | 5                            |
| Video Games                               | 7                            | 0                            | 0                            |
| Hoopla                                    | 32                           | 18                           | 0                            |
| Overdrive (ebooks/e-audio)                | 229                          | 193                          | 210                          |
| Hotspots                                  | 23                           | 8                            | 0                            |
| Library of Things                         | 2                            | 0                            | 0                            |
| <b>Total Circulation (# of checkouts)</b> | <b>1059</b>                  | <b>837</b>                   | <b>507</b>                   |



## “Official Sponsors of Tomorrow”

**Technology Recyclers – Providing NO cost - Computer and Electronics Recycling**  
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Or maybe it is because of our certifications: We are R2 /Rios Certified. We are Indiana Veteran Owned . We guarantee data destruction, and are HIPAA, FERPA, DOD and NIST compliant for destruction. We are currently registered with NAIDS

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So, what can we do for you? We are here to help, and look forward to building a relationship if it is for:

- One time pick up    Office move or cleanout
- Weekly removal    Corporate Events for employees – Now offering Secure, certified destruction

Please let me know your questions or concerns, I am here to help and make it easy for you, so you can focus on your primary activities –

Dale E. Needleman [Dale@tech-recyclers.com](mailto:Dale@tech-recyclers.com) 317-697-0536 direct

Click here for Overview Video -

[https://www.youtube.com/watch?v=ep11\\_CJLEAY&t=64s](https://www.youtube.com/watch?v=ep11_CJLEAY&t=64s)

**Technology Recyclers 8401 E. Washington Street, Indianapolis, 46219**  
**1-800-237-3887      WWW.Tech-Recyclers.com**



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Now offering Secure, Certified destruction of Distressed, Obsolete or Damaged retail goods.

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Tablets  
PDAs  
Cellphones – All Handhelds  
Pagers, palm pilots,  
All peripherals  
Routers, switches  
All wiring, All Cable All power supplies  
Cat 5 cable  
All computer Room Gear  
Servers, racks, wire  
Copiers, Printers, scanners  
All office automation equipment  
A/c units, HVAC components

Batteries, All types and sizes  
All Monitors - CRT have a Fee – Led and LCD are No charge  
TV's – Tube Type\* LED, LCD, Rear Projection – Have a fee  
VCRs, DVD Players and Game Systems  
Satellite TV Equipment, Dish  
All Telecommunications items, phones, switches  
Audio Video Equipment  
Microwaves, Handheld Appliances  
Industrial Electronics, Motors, pumps, light fixtures  
Industrial Wiring, ballasts (non –PCB)  
Medical Equipment, lab Equipment  
Metal shelving, racking,  
Loose Hard Drives, Loose circuit boards and components  
UPS and Backup systems

Don't see a specific item? Please ask

**\*Crt Monitors and All TV's – any size have a \$10 each fee**

[WWW.Tech-Recyclers.com](http://WWW.Tech-Recyclers.com)

8401 E. Washington Street, Indianapolis IN 46219

800.237.3887 Dale@tech-recyclers.com





570 S Main St  
 Monticello, IN 47960  
 574-583-8075  
 prointeriors@professionalinteriors.com  
 www.professionalinteriors.com

# Estimate

| ADDRESS   |
|---|
| Monon Public Library,<br>427 N Market St<br>P.O. Box 305<br>Monon, IN 47959 |

| SHIP TO   |
|---|
| Monon Public Library,<br>427 N Market St<br>P.O. Box 305<br>Monon, IN 47959 |

| ESTIMATE # | DATE       |
|------------|------------|
| 3187       | 07/05/2022 |

**P.O. NUMBER**

Ceramic

| ACTIVITY                            | AMOUNT   |
|-------------------------------------|----------|
| Ceramic tile                        | 2,675.37 |
| Ceramic supplies Adhesive and Grout | 250.00   |
| Ceramic Tile Installation           | 2,302.74 |
| Remove old ceramic                  | 1,678.50 |
| Installation of metal reducer       | 72.00    |
| Stair labor: Rubber Stair Nose      | 60.00    |
| Floor prep                          | 250.00   |

All estimates are subject to change based on actual work completed. Estimates are valid for 10 days from date printed.

TOTAL

**\$7,288.61**

All orders are custom orders. There is a 30% restocking fee plus shipping for any orders cancelled for any reason.

50% Deposit required to place an order.

Accepted By

Accepted Date

Thank you for your business!



570 S Main St  
 Monticello, IN 47960  
 574-583-8075  
 prointeriors@professionalinteriors.com  
 www.professionalinteriors.com

# Estimate

| ADDRESS   |
|---|
| Monon Public Library,<br>427 N Market St<br>P.O. Box 305<br>Monon, IN 47959 |

| SHIP TO   |
|---|
| Monon Public Library,<br>427 N Market St<br>P.O. Box 305<br>Monon, IN 47959 |

| ESTIMATE # | DATE       |
|------------|------------|
| 3188       | 07/05/2022 |

**P.O. NUMBER**  
 Carpet Tile

| ACTIVITY                        | AMOUNT   |
|---------------------------------|----------|
| Set In Motion Tile              | 1,758.24 |
| Labor to install carpet tile    | 360.00   |
| Carpet adhesive                 | 50.00    |
| Labor to remove ceramic         | 1,678.50 |
| Metal trim                      | 72.00    |
| Stair labor: Rubber Stairnosing | 60.00    |
| Floor prep                      | 250.00   |

All estimates are subject to change based on actual work completed. Estimates are valid for 10 days from date printed.

TOTAL

**\$4,228.74**

All orders are custom orders. There is a 30% restocking fee plus shipping for any orders cancelled for any reason.

50% Deposit required to place an order.

Accepted By

Accepted Date

Thank you for your business!

| Personal Services                       | 2022 Operating       | 2022 Rainy Day      | 2022 LIRF           | Total                | Personal Services                       | 2023 Operating       | 2023 Rainy Day      | 2023 LIRF           | Total                |
|---|----------------------|---------------------|---------------------|----------------------|---|----------------------|---------------------|---------------------|----------------------|
| Salary of Librarian                     | \$ 50,000.00         |                     |                     |                      | Salary of Librarian                     | \$ 52,000.00         |                     |                     |                      |
| Salary of Assistants                    | \$ 110,000.00        |                     |                     |                      | Salary of Assistants                    | \$ 115,000.00        |                     |                     |                      |
| Salary of Custodian                     | \$ 7,500.00          |                     |                     |                      | Salary of Custodian                     | \$ 7,500.00          |                     |                     |                      |
| Employee Benefits                       | \$ 50,000.00         |                     | \$ 8,947.00         |                      | Employee Benefits                       | \$ 64,000.00         |                     | \$ 8,239.00         |                      |
| Total Personal Services                 | \$ 217,500.00        |                     |                     |                      | Total Personal Services                 | \$ 238,500.00        |                     |                     |                      |
| <b>Supplies</b>                         |                      |                     |                     |                      | <b>Supplies</b>                         |                      |                     |                     |                      |
| Library Supplies                        | \$ 6,000.00          |                     |                     |                      | Library Supplies                        | \$ 6,250.00          |                     |                     |                      |
| Cleaning Supplies                       | \$ 2,500.00          |                     |                     |                      | Cleaning Supplies                       | \$ 2,750.00          |                     |                     |                      |
| Total Supplies                          | \$ 8,500.00          |                     |                     |                      | Total Supplies                          | \$ 9,000.00          |                     |                     |                      |
| <b>Other Services and Charges</b>       |                      |                     |                     |                      | <b>Other Services and Charges</b>       |                      |                     |                     |                      |
| Professional Services                   | \$ 1,500.00          |                     |                     |                      | Professional Services                   | \$ 2,000.00          |                     |                     |                      |
| Communication and Transportation        | \$ 12,300.00         |                     |                     |                      | Communication and Transportation        | \$ 12,300.00         |                     |                     |                      |
| Printing and Advertising                | \$ 500.00            |                     |                     |                      | Printing and Advertising                | \$ 500.00            |                     |                     |                      |
| Library Insurance                       | \$ 8,400.00          |                     |                     |                      | Library Insurance                       | \$ 8,400.00          |                     |                     |                      |
| Utility Services                        | \$ 21,000.00         |                     |                     |                      | Utility Services                        | \$ 22,000.00         |                     |                     |                      |
| Repairs and Maintenance                 | \$ 20,000.00         | \$ 25,000.00        | \$ 25,000.00        |                      | Repairs and Maintenance                 | \$ 20,000.00         | \$ 25,000.00        | \$ 25,000.00        |                      |
| Rentals                                 | \$ 500.00            |                     |                     |                      | Rentals                                 | \$ 100.00            |                     |                     |                      |
| Dues, Interest, and Taxes               | \$ 1,000.00          |                     |                     |                      | Dues, Interest, and Taxes               | \$ 1,250.00          |                     |                     |                      |
| Other Services and Charges              | \$ 14,000.00         |                     |                     |                      | Other Services and Charges              | \$ 18,000.00         |                     |                     |                      |
| Transfer to Library Improvement Reserve | \$ 5,000.00          |                     |                     |                      | Transfer to Library Improvement Reserve | \$ 5,000.00          |                     |                     |                      |
| Ebook Services and Hoopla               | \$ 6,700.00          |                     |                     |                      | Ebook Services and Hoopla               | \$ 6,000.00          |                     |                     |                      |
| Total Other Services and Charges        | \$ 90,900.00         |                     |                     |                      | Total Other Services and Charges        | \$ 95,550.00         |                     |                     |                      |
| <b>Capital Outlays</b>                  |                      |                     |                     |                      | <b>Capital Outlays</b>                  |                      |                     |                     |                      |
| Furniture and Equipment                 | \$ 15,000.00         | \$ 25,000.00        | \$ 3,000.00         |                      | Furniture and Equipment                 | \$ 15,000.00         | \$ 21,750.00        |                     |                      |
| Books                                   | \$ 23,000.00         |                     |                     |                      | Books                                   | \$ 23,000.00         |                     |                     |                      |
| Periodicals and Newspapers              | \$ 3,500.00          |                     |                     |                      | Periodicals and Newspapers              | \$ 3,500.00          |                     |                     |                      |
| Nonprint Materials                      | \$ 8,500.00          |                     |                     |                      | Nonprint Materials                      | \$ 12,000.00         |                     |                     |                      |
| Total Capital Outlays                   | \$ 50,000.00         |                     |                     |                      | Total Capital Outlays                   | \$ 53,500.00         |                     |                     |                      |
| <b>Total Budget</b>                     | <b>\$ 366,900.00</b> | <b>\$ 50,000.00</b> | <b>\$ 36,947.00</b> | <b>\$ 453,847.00</b> | <b>Total Budget</b>                     | <b>\$ 396,550.00</b> | <b>\$ 46,750.00</b> | <b>\$ 33,239.00</b> | <b>\$ 476,539.00</b> |
| Growth Quotient 4.3%                    |                      |                     |                     | \$ 476,539.35        |   |                      |                     |                     |                      |
|   |                      |                     |                     | 5% increase for 2023 |   |                      |                     |                     |                      |