

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

1. Call to Order
2. Approval of August 14, 2023 Board Meeting Minutes
3. Claims/Payroll for August 2023/Treasurer's Report
4. Librarian's Report

5. Personnel Report
 - a. Jacqueline Hoover, Part-Time Student Clerk, Began Employment Effective August 31, 2023.

6. Old Business
 - a. 2024 Budget

7. New Business
 - a. Server/IT upgrades.

8. Adjournment

The next meeting is Monday, October 9, 2023 at 4PM. This is also when the 2024 budget will be adopted.

Monon Town and Township Public Library Board of Trustees Meeting
Monday, August 14, 2023, 4PM

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

Absent: Jennifer Annis

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

Minutes - Julie Hart made a motion to approve the July 10 board meeting minutes and Stanley Minnick seconded. All were in favor, and the motion passed.

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

Librarian's report - The work on the lights has been submitted for the rebates through NIPSCO. Austin thinks it will be about \$5k that we get back.

Austin is working on another grant to try to get more of the newspapers microfilmed that the State Archives Lab was unable to complete (too fragile). This is through the DAR: <https://www.dar.org/national-society/dar-historic-preservation-grants> We have until October 31 to submit, and Julie Gutwein already has contacted the local chapter for a letter of support. We would be applying as the Monon Civic Preservation Society since they are a 501c3 organization.

Austin checked the safety deposit box, and it just has old CD paperwork in it. We will keep it since it's just \$15/year. Jennifer and Desi also signed paperwork for the last of the CDs we had renewing with the prior 4% special we received for the others.

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

We had a former auditor with the State Board of Accounts (Mike Doll) stop by the library a few weeks ago. He is retired, lives in Battleground, and now doing consulting work for libraries to help them with tracking depreciation that the state now requires. Austin, and most other libraries have struggled with tracking this with the complexity involved. This consultant would be able to get us on track for likely \$500 or less and then it will be easy to maintain from there. He said with our size that the work would likely only take a couple of hours at most. Julie Hart made a motion to move ahead with this, and Stanley Minnick seconded. All present were in favor, and the motion passed.

We have had a few issues with water seeping in again in multiple areas of the library. Harry Mohler (architect) came by to assess things this past week, and we're hoping to have these issues resolved soon. The door company will look at the door issues in September.

Edith had a program with the Purdue Extension Office on staying safe from scams on Saturday, August 5. We will be having monthly programs in the next few months from them, too.

From Barbara: **Pre-School Story Time** – Eleven preschoolers attended this year's programs. They listened to stories about "Paul Bunyan & Babe", "I've Been Working on the Railroad", "Grandpa's Tractor" and more. They tapped rhythm sticks to different songs and danced to rhymes and songs with the parachute. The Pledge of Allegiance, the U.S.A. flag and the 4th of July were all celebrated with games and activities. Children who had 5 picture books read to them each week were given prizes.

Summer Reading K-5 – This group had 12 children participating. "Paul Bunyan & Babe", Our Flag was Still There, "Paul Revere's Ride, were just a few of the stories read. The children were excited to learn how to play Jacks, Marbles and the Cat's Cradle string game. There was a flipping hamburgers relay race plus crafts, like making a kaleidoscope and other activities. Each child that read 5 picture books or 1 chapter book during the week were given a prize. A Fiber Optic Wand, patriotic visor, hand clappers, flashlights, candy and a book were given as prizes so they were all ready to celebrate the 4th of July. The Patio Drive-In, Francesville, donated free ice cream coupons plus the Indiana State Fair sent us 50 free tickets to be used as prizes. During Summer Reading, Silly Safaris performed on Saturday, June 3rd, 54 parents and children enjoyed the show. Then on July 6th, Roz Puppets performed "The Frog Prince", to a group of 24 parents and children.

Beyond Summer Reading – 5th grade through High School. 5 youth attended this program. The String Lifter, Helium Stick, Mini Golf Physics were a few of the team building activities that the pre-teen/teen group did together. The group read and discussed "Freak the Mighty" by Rodman Philbrick. They discussed the longest word in the English language and the longest place name in the U.S.A. (We will call it, *Lake Webster.) J Prizes were given for reading the book and a pizza party was held on July 6th. These students are interested in starting up a Youth Advisory Group again at the

library. A Youth Advisory Group would meet monthly and would begin after school is in session.

The 2024 theme will be "Adventure Begins at Your Library". We will be focusing on places all around the world. An idea that we hope to implement is reaching those students who do not have transportation to the library or are not available at the program time. We will be developing a distance summer reading program where children can use on-line options from our library like, E-Books and Hoopla to achieve their reading goals. Where they can fill in reading logs on-line and still receive prizes by stopping by the library any time after reaching their goal. We would have a separate email for corresponding and would put a link to this information on the library's Home Page.

***Chargoggagoggmanchauggagoggchaubunagungamaugg // Massachusetts**

Personnel Report -

Bairon Hernandez, Part-time Student Library Clerk, ending employment effective July 22, 2023.

Connie Dunn, Part-time Library Clerk, came back to work from her medical leave effective July 29, 2023.

Teri Hammond, Part-time Library Clerk, starting employment effective August 17, 2023.

Barbara and Austin are also meeting with a homeschooled student after she is done with the Indiana State Fair, so we believe we are all set on hiring for the time being.

Old Business -

The lights were discussed in the librarian's report.

The 2024 budget was shown last month. It just changed by \$1 due to needing to lower it by that amount after the DLGF meeting. We will have \$27,500 Rainy Day, \$440,650 General/Operating, and \$27,448 LIRF for a total 2024 budget of \$495,598. The public hearing will be at the September board meeting, and the adoption in October (so a quorum is very important for both).

New Business -

Austin shared the paperwork for the 2024-2025 E-rate funding through the Indiana State Library. The board approved this via signing the resolution.

Julie Hart made a motion to adjourn the meeting at 4:33PM and Rosemary Cooley seconded. All present were in favor, and the motion passed. The next meeting: Monday, September 11, at 4PM.

Clark Raver, President

Rosemary Cooley, Secretary

Register Of Claims

Monon Town & Township Public Library

Report Date: From 8/1/23 To 8/31/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	262	Payroll	Operating	Salary of Librarian	\$2,088.65	8/15/23	PAYROLL
			Operating	Salary of Assistants	\$5,032.15		
				Total this claim	\$7,120.80		
0	261	PERF	PERF	Payroll Withholding	\$0.00	8/15/23	PERF Deposit
			Operating	Employee Benefits	\$748.80		
				Total this claim	\$748.80		
0	278	Alliance Bank	Operating	Other Services and Charges	\$11.92	8/31/23	Direct Deposit Service Charge
				Total this claim	\$11.92		
0	265	Monon Public Library	Library Improvement Re	Interfund Transfers	\$1,184.00	8/15/23	Transfer from Chk#3556 to Chk#0926 for AVC IT Monthly service contract payment
				Total this claim	\$1,184.00		
0	267	Monon Public Library	Library Improvement Re	Interfund Transfers	\$6,307.00	8/15/23	Transfer from #3556 to #0926 for LED light conversion and labor
				Total this claim	\$6,307.00		
0	268	PERF	PERF	Payroll Withholding	\$0.00	8/31/23	PERF Deposit
			Operating	Employee Benefits	\$789.14		
				Total this claim	\$789.14		
0	275	Payroll	Operating	Salary of Librarian	\$2,088.65	8/31/23	PAYROLL
			Operating	Salary of Assistants	\$5,237.75		
			Operating	Salary of Custodian	\$256.00		
				Total this claim	\$7,582.40		

<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	276	Internal Revenue Service	FEDERAL	Payroll Withholding	\$1,162.09	8/31/23	Federal Tax Deposit
			FICA	Payroll Withholding	\$911.62		
			MEDICARE	Payroll Withholding	\$213.21		
			Operating	Employee Benefits	\$911.62		
			Operating	Employee Benefits	\$213.21		
				Total this claim	<u>\$3,411.75</u>		
0	277	Indiana Dept. of Revenue	STATE	Payroll Withholding	\$480.37	8/31/23	State and County Tax Deposit
			COUNTY	Payroll Withholding	\$303.09		
				Total this claim	<u>\$783.46</u>		
23716	247	AdTec Inc.	Operating	Other Services and Charges	\$230.00	8/15/23	E-rate Funding 2022
				Total this claim	<u>\$230.00</u>		
23717	248	Amazon Capital Services, Inc.	Operating	Cleaning and Sanitation Supplie	\$102.17	8/15/23	
			Operating	Books	\$217.23		
			Operating	Communication and Transportati	\$4.99		
			Operating	Nonprint Materials	\$213.45		
			Operating	Furniture and Equipment	\$27.55		
			Memorial/Gift Fund	Memorial	\$67.65		
				Total this claim	<u>\$633.04</u>		
23718	249	ARAB TERMITE & PEST CONT	Operating	Other Services and Charges	\$57.00	8/15/23	
				Total this claim	<u>\$57.00</u>		
23719	250	AVC Technology Corporation	Library Improvement Re	Repairs and Maintenance	\$1,184.00	8/15/23	Care Agreement
				Total this claim	<u>\$1,184.00</u>		
23720	251	Baker & Taylor	Operating	Books	\$717.23	8/15/23	
				Total this claim	<u>\$717.23</u>		
23721	252	Barbara Rayburn	Operating	Cleaning and Sanitation Supplie	\$6.38	8/15/23	cleaning Supplies
				Total this claim	<u>\$6.38</u>		
23722	253	Cardinal Office Products	Operating	Other Services and Charges	\$95.00	8/15/23	Ricoh Digital lease
				Total this claim	<u>\$95.00</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>
23723	254	Center Point Large Print	Operating	Books	\$74.01	8/15/23	
				Total this claim	\$74.01		
23724	255	Demco, Inc.	Operating	Library Supplies	\$250.67	8/15/23	
				Total this claim	\$250.67		
23725	256	Laura E. Burcham	Operating	Salary of Custodian	\$160.00	8/15/23	Aug 1- Aug 9
			Operating	Library Supplies	\$3.21		
				Total this claim	\$163.21		
23726	257	Midwest Tape, LLC	Operating	Nonprint Materials	\$264.12	8/15/23	
				Total this claim	\$264.12		
23727	258	Monon Telephone Co.	Operating	Communication and Transportati	\$166.86	8/15/23	
				Total this claim	\$166.86		
23728	259	Monon Utilities	Operating	Utility Services	\$75.08	8/15/23	
				Total this claim	\$75.08		
23729	260	WhenToWork, Inc.	Operating	Other Services and Charges	\$110.00	8/15/23	
				Total this claim	\$110.00		
23730	263	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$2,434.17	8/15/23	
				Total this claim	\$2,434.17		
23731	264	NIPSCO	Operating	Utility Services	\$1,179.41	8/15/23	
				Total this claim	\$1,179.41		
23732	266	T & D Property Specialist	Library Improvement Re	Repairs and Maintenance	\$6,307.00	8/15/23	
				Total this claim	\$6,307.00		
23734	269	Baker & Taylor	Operating	Books	\$309.27	8/31/23	
				Total this claim	\$309.27		
23735	270	Center Point Large Print	Operating	Books	\$102.58	8/31/23	
				Total this claim	\$102.58		

<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>
23736	271	Five Star Plumbing, LLC	Operating	Repairs and Maintenance	\$213.00	8/31/23	
				Total this claim	<u>\$213.00</u>		
23737	272	Indiana Newspapers, Inc.	Operating	Periodicals and Newspapers	\$504.00	8/31/23	
				Total this claim	<u>\$504.00</u>		
23738	273	Midwest Tape, LLC	Operating	Nonprint Materials	\$134.44	8/31/23	
				Total this claim	<u>\$134.44</u>		
23739	274	VISA	Operating	Library Supplies	\$4.44	8/31/23	
			Operating	Cleaning and Sanitation Supplie	\$94.96		
			Operating	Communication and Transportati	\$8.00		
			Memorial/Gift Fund	Gift Fund	\$154.00		
			Operating	Other Services and Charges	\$15.70		
			Operating	Furniture and Equipment	\$383.15		
				Total this claim	<u>\$660.25</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>
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Total Amount of Claims **\$43,809.99**

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.

Friday, September 1, 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 5 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$43,809.99

Date this 11th day of September, 2023.

SIGNATURES OF GOVERNING BOARD

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

Appropriation Report for 100 Operating

Monon Town & Township Public Library

Report Date: From 8/1/23 To 8/31/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.01 Salary of Librarian	\$52,000.00	\$0.00	\$52,000.00	\$4,177.30	\$33,418.40	\$18,581.60	35.7
1.02 Salary of Assistants	\$115,000.00	\$0.00	\$115,000.00	\$10,269.90	\$80,760.81	\$34,239.19	29.8
1.03 Salary of Custodian	\$7,500.00	\$0.00	\$7,500.00	\$416.00	\$2,656.00	\$4,844.00	64.6
1.04 Employee Benefits	\$64,000.00	\$0.00	\$64,000.00	\$5,096.94	\$43,183.38	\$20,816.62	32.5
Subtotal	\$238,500.00		\$238,500.00	\$19,960.14	\$160,018.59	\$78,481.41	32.9
<i>2. Supplies</i>							
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	\$203.51	\$660.38	\$2,089.62	76.0
2.04 Library Supplies	\$6,250.00	\$0.00	\$6,250.00	\$258.32	\$3,133.31	\$3,116.69	49.9
Subtotal	\$9,000.00		\$9,000.00	\$461.83	\$3,793.69	\$5,206.31	57.8
<i>3. Other Services and Charge</i>							
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	\$179.85	\$2,114.20	\$10,185.80	82.8
3.03 Printing and Advertising	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.04 Library Insurance	\$8,400.00	\$0.00	\$8,400.00	\$0.00	\$488.00	\$7,912.00	94.2
3.05 Utility Services	\$22,000.00	\$0.00	\$22,000.00	\$1,254.49	\$11,474.00	\$10,526.00	47.8
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$213.00	\$6,969.62	\$13,030.38	65.2
3.07 Rentals	\$100.00	\$0.00	\$100.00	\$0.00	\$15.00	\$85.00	85.0
3.08 Dues, Interest, Taxes	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$60.00	\$1,190.00	95.2
3.09 Other Services and Charges	\$18,000.00	\$0.00	\$18,000.00	\$519.62	\$11,749.66	\$6,250.34	34.7
3.1 Transfer to Library Improvement Reserve	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
3.11 E Book Services & Hoopla	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$1,200.00	\$4,800.00	80.0
Subtotal	\$95,550.00		\$95,550.00	\$2,166.96	\$34,070.48	\$61,479.52	64.3
<i>4. Capital Outlays</i>							
4.02 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$410.70	\$3,863.33	\$11,136.67	74.2
4.03 Books	\$23,000.00	\$0.00	\$23,000.00	\$1,420.32	\$13,891.08	\$9,108.92	39.6
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$504.00	\$702.12	\$2,797.88	79.9
4.05 Nonprint Materials	\$12,000.00	\$0.00	\$12,000.00	\$612.01	\$4,074.51	\$7,925.49	66.0
Subtotal	\$53,500.00		\$53,500.00	\$2,947.03	\$22,531.04	\$30,968.96	57.9
Grand Total	\$396,550.00	\$0.00	\$396,550.00	\$25,535.96	\$220,413.80	\$176,136.20	44.4

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

Appropriation Report for 201 Rainy Day Fund
Monon Town & Township Public Library

Report Date: From 8/1/23 To 8/31/23

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
<i>3. Other Services and Charge</i>							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$14,407.59	\$10,592.41	42.4
Subtotal	\$25,000.00		\$25,000.00	\$0.00	\$14,407.59	\$10,592.41	42.4
<i>4. Capital Outlays</i>							
4.02 Furniture and Equipment	\$21,749.00	\$0.00	\$21,749.00	\$0.00	\$0.00	\$21,749.00	100.0
4.03 Books	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$21,749.00		\$21,749.00	\$0.00	\$0.00	\$21,749.00	100.0
Grand Total	\$46,749.00	\$0.00	\$46,749.00	\$0.00	\$14,407.59	\$32,341.41	69.2

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

Appropriation Report for 400 Library Improvement Reserve F

Monon Town & Township Public Library

Report Date: From 8/1/23 To 8/31/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.04 Employee Benefits	\$8,239.00	\$0.00	\$8,239.00	\$0.00	\$0.00	\$8,239.00	100.0
Subtotal	\$8,239.00		\$8,239.00	\$0.00	\$0.00	\$8,239.00	100.0
<i>3. Other Services and Charge</i>							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$7,491.00	\$11,724.15	\$13,275.85	53.1
Subtotal	\$25,000.00		\$25,000.00	\$7,491.00	\$11,724.15	\$13,275.85	53.1
Grand Total	\$33,239.00	\$0.00	\$33,239.00	\$7,491.00	\$11,724.15	\$21,514.85	64.7

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

Bank Balances

Date Printed: 9/1/23

Monon Town & Township Public Library

Report Dates = 8/1/23 to 8/31/23

<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	\$191,845.59	\$26,178.99	\$36,318.99	\$181,705.59
2 Alliance Bank 93548	\$297,077.14	\$323,267.47	\$230.23	\$0.00	\$323,497.70
3 Alliance Bank 93556	\$172,391.76	\$209,761.44	\$1,123.23	\$7,491.00	\$203,393.67
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,133,675.77	\$1,184,874.50	\$27,532.45	\$43,809.99	\$1,168,596.96

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 = 8/1/23 to 8/31/23

<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	\$25,535.96	\$300,413.80	\$23,108.24	\$304,800.56	\$446,161.29
Subtotal	\$441,774.53	\$25,535.96	\$300,413.80	\$23,108.24	\$304,800.56	\$446,161.29
2. Special Revenue						
200 Memorial/Gift Fund	\$5,339.62	\$221.65	\$1,534.00	\$10.66	\$1,068.78	\$4,874.40
201 Rainy Day Fund	\$371,164.88	\$0.00	\$28,815.18	\$219.94	\$40,764.12	\$383,113.82
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$0.00	\$0.00	\$1,393.92	\$0.00	\$3,617.83	\$2,223.91
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	\$221.65	\$34,669.06	\$230.60	\$45,925.73	\$391,094.91
4. Capital Projects						
400 Library Improvement Reserve Fund	\$311,948.10	\$14,982.00	\$22,264.30	\$1,123.23	\$41,542.06	\$331,225.86
Subtotal	\$311,948.10	\$14,982.00	\$22,264.30	\$1,123.23	\$41,542.06	\$331,225.86
5. Clearing						
800 PLAC Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 Evergreen Indiana Pass Through Fund	\$114.90	\$0.00	\$10.00	\$0.00	\$10.00	\$114.90
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$1,162.09	\$8,916.53	\$1,162.09	\$8,916.53	\$0.00
804 FICA	\$0.00	\$911.62	\$7,095.06	\$911.62	\$7,095.06	\$0.00
805 MEDICARE	\$0.00	\$213.21	\$1,659.35	\$213.21	\$1,659.35	\$0.00
806 STATE	\$0.00	\$480.37	\$3,794.11	\$480.37	\$3,794.11	\$0.00
807 COUNTY	\$0.00	\$303.09	\$2,385.06	\$303.09	\$2,385.06	\$0.00
808 PERF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
809 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810 Transfer Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$114.90	\$3,070.38	\$23,860.11	\$3,070.38	\$23,860.11	\$114.90
Grand Total	\$1,133,675.77	\$43,809.99	\$381,207.27	\$27,532.45	\$416,128.46	\$1,168,596.96

Total all banks = \$1,168,596.96

Monon Town & Township Public Library

Report Dates = 8/1/23 to 8/31/23

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	\$128.50	\$717.39
132	COPIES	\$91.90	\$960.19
150	LOF PROPERTY TAXES		\$131,345.56
152	LOCAL INCOME TAX (LIT)	\$13,138.50	\$130,222.00
153	LOF MISC RECEIPT		\$82.32
154	LOF LICENSE EXCISE		\$6,434.67
155	LOF FINANCIAL INSTITUTION TAX		\$197.65
156	LOF SAVINGS INTEREST	\$9.63	\$59.56
157	LOF INTEREST FROM CD	\$2,243.64	\$4,603.26
158	LOF CHECKING INTEREST	\$5.07	\$26.22
159	LOF CVET		\$714.00
701	INTERFUND TRANSFER	\$7,491.00	\$26,947.74
		<u>\$23,108.24</u>	<u>\$304,800.56</u>

Receipt Summaries for :		200	Memorial/Gift Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
302	MEMORIAL FUND RECEIPT	\$10.00	\$1,064.31
303	MEMORIAL GIFT FUND INTEREST	\$0.66	\$4.47
		<u>\$10.66</u>	<u>\$1,068.78</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	\$30.90	\$235.51
924	RAINY DAY INTEREST FROM CD	\$189.04	\$497.38
		<u>\$219.94</u>	<u>\$40,764.12</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	\$26.19	\$210.47
406	LIRF INTEREST FROM CD	\$189.04	\$423.59
701	INTERFUND TRANSFER		\$40,000.00
966	Repair & Maintanance - Refund	\$908.00	\$908.00
		\$1,123.23	\$41,542.06

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	\$1,162.09	\$8,916.53
		\$1,162.09	\$8,916.53

Receipt Summaries for :		804	FICA
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$911.62	\$7,095.06
		\$911.62	\$7,095.06

Receipt Summaries for :		805	MEDICARE
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$213.21	\$1,659.35

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

Printed On Friday, September 1, 2023

\$213.21 \$1,659.35

Receipt Summaries for : 806 STATE

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$480.37	\$3,794.11
	<u>\$480.37</u>	<u>\$3,794.11</u>

Receipt Summaries for : 807 COUNTY

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$303.09	\$2,385.06
	<u>\$303.09</u>	<u>\$2,385.06</u>

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

Printed On Friday, September 1, 2023

Librarian's Report – September 11, 2023

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

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

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

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

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

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

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

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

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

We are planning to participate in the Monon Christmas Parade on Saturday, December 9 at 2pm. We would like to close the library early at 1pm that day to have time to get in line early. Austin will try to set a date for a staff holiday party that we usually close for an hour or two before next month's meeting.

From Barbara:

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

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

Collection Area	August 2023 Circulation	August 2022 Circulation	August 2021 Circulation
Adult Fiction	223	301	217
Adult Non-Fiction	57	53	21
Adult/Juvenile DVDs/Videos	182	141	129
Adult/Juvenile Audiobooks	2	2	9
Magazines	55	46	43
Juvenile Fiction	171	218	101
Juvenile Non-Fiction	4	18	8
Young Adult/Teen	21	15	13
Video Games	19	8	4
Hoopla	31	42	40
Overdrive (ebooks/e-audio)	282	191	255
Hotspots	17	39	9
Library of Things	6	4	0
Spanish items	5	0	0
Total Circulation (# of checkouts)	1075	1078	849

NOTICE TO TAXPAYERS

The **Notice to Taxpayers** is available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **427 N Market St Monon IN.**

Notice is hereby given to taxpayers of **MONON PUBLIC LIBRARY, White County, Indiana** that the proper officers of **MONON PUBLIC LIBRARY** will conduct a public hearing on the year **2024** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **MONON PUBLIC LIBRARY** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **MONON PUBLIC LIBRARY** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **MONON PUBLIC LIBRARY** will meet to adopt the following budget:

Public Hearing Date	Monday, September 11, 2023
Public Hearing Time	4:00 PM
Public Hearing Location	427 N Market St Monon IN

Adoption Meeting Date	Monday, October 9, 2023
Adoption Meeting Time	4:00 PM
Adoption Meeting Location	427 N Market St Monon IN

Estimated Civil Max Levy	\$219,884
Est. Fire Max Levy	\$0
Est. Fire Territory Max Levy	\$0
Est. School Operations Max Levy	\$0
Property Tax Cap Credit Estimate	\$2,200

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
0061-RAINY DAY	\$27,500	\$0	\$0	\$0	
0101-GENERAL	\$440,650	\$219,884	\$0	\$211,308	4.06%
2011-LIBRARY IMPROVEMENT RESERVE	\$27,448	\$0	\$0	\$0	
Totals	\$495,598	\$219,884	\$0	\$211,308	

Budget Form 1 - Budget Estimate

Year: 2024 County: White Unit: Monon Public Library

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

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges		Other Services & Charges	\$30,000	\$30,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges		Transfer to LIRF	\$5,000	\$5,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles		Furniture/Equipment	\$15,000	\$15,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Other Capital Outlays		Periodicals and Newspapers	\$3,500	\$3,500
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Books	\$23,500	\$23,500
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Nonprint material	\$12,250	\$12,250
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
0101 - GENERAL Total						\$440,650	\$440,650
2011 - LIBRARY IMPROVEMENT RESERVE	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employee Benefits	\$2,448	\$2,448
2011 - LIBRARY IMPROVEMENT RESERVE	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance		Repairs & Maintenance	\$25,000	\$25,000
2011 - LIBRARY IMPROVEMENT RESERVE	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
2011 - LIBRARY IMPROVEMENT RESERVE Total						\$27,448	\$27,448
UNIT TOTAL						\$495,598	\$495,598

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

4% increase for 2024
\$ 495,598.00

Server Upgrade

238 South Meridian Street Suite 300
Indianapolis Indiana 46225



Prepared For

Austin Stroud
Monon Town & Township Public
Library
P O Box 305
Monon IN 47959-0305

Phone:

Email: astroud@monon.lib.in.us

Prepared By

Chrystal Makinson

AVC Technology

Phone:

Email: cmakinson@avctechcorp.com

Quote Information

Quote#	1521
Created	July 18, 2023
Expires	

Description

Price

Quantity

Amount

Dell T550 Tower Server

Module Description

\$6,912.30

1

\$6,912.30

Each

FRONT STORAGE Chassis with up to 8x2.5" Drives

CPU CONFIGURATION 1 CPU Configuration

Trusted Platform Module Trusted Platform Module 2.0 V3

Chassis Configuration 2.5" Chassis with up to 8 Hard Drives
(SAS/SATA), 1 CPU, V2

Processor Intel® Xeon® Silver 4310 2.1G, 12C/24T, 10.4GT/s,
18M Cache, Turbo, HT (120W) DDR4-2666

Additional Processor No Additional Processor

Processor Thermal Configuration Heatsink for 1 CPU
configuration (CPU less than or equal to 150W)

Memory Configuration Type Performance Optimized

Memory DIMM Type and Speed 3200MT/s RDIMMs

Memory Capacity (4) 16GB RDIMM, 3200MT/s, Dual Rank

RAID Configuration C3, RAID 1 for 2 HDDs or SSDs

(Matching Type/Speed/Capacity)

RAID/Internal Storage Controllers Front PERC H745 Rear
Load

Hard Drives (2) 1.92TB SSD SATA Read Intensive 6Gbps 512

2.5in Hot-plug AG Drive, 1 DWPD
 BIOS and Advanced System Configuration Settings Power Saving Dell Active Power Controller
 Advanced System Configurations UEFI BIOS Boot Mode with GPT Partition
 Fans Standard Fan x4, No Fan Redundancy
 Power Supply Dual, Hot Plug, Redundant Power Supply (1+1), 800W, Mixed Mode
 Power Cords (2) NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America
 PCIe Riser Riser Config0, No PCIe Riser, 1 CPU
 Motherboard PowerEdge T550 Motherboard with Broadcom 5720 Dual Port 1Gb On-Board LOM, MX Embedded Systems Management (Multi) iDRAC9, Enterprise 15G
 OCP 3.0 Network Adapters No OCP 3.0 mezzanine NIC card, Blank Filler Only
 Bezel No Bezel
 Boot Optimized Storage Cards BOSS Blank
 Quick Sync No Quick Sync, V2
 Password iDRAC, Factory Generated Password
 Group Manager iDRAC Group Manager, Disabled
 Internal Optical Drive No Internal Optical Drive, V2
 Base PowerEdge T550 Server
 Hardware Support Services Basic Next Business Day 36 Months, 36 Month(s)
 Extended Service ProSupport and Next Business Day Onsite Service, 37 Month(s)

Microsoft Windows Server 2022 Standard - License -
 Microsoft Windows Server 2022 Standard - License - 16 Core - Academic, Volume - Microsoft Open License for Academic - Single Language - PC

\$267.00	1	\$267.00
Each		

Microsoft Windows Server 2022 - License - 1 Device
 Microsoft Windows Server 2022 - License - 1 Device CAL - Academic, Volume - 1 Point(s) - Microsoft Open License for Academic - Single Language - PC

\$9.00	20	\$180.00
Each		

AN-210-SW-F-24-POE
 Araknis Networks 210 Series Websmart Gigabit Switch with Partial PoE+ and Front Ports - 24 port

\$808.01	1	\$808.01
Each		

Patron Management Custom Scripting
 Removal of 3rd party Patron Management Software
 Creation and scripting of custom configuration, including the following:
 Browser Lockdown
 -Incognito Mode (Chrome and Edge ONLY, Firefox not

\$1,100.00	1	\$1,100.00
Each		

currently supported)

- No saved passwords
- No installed apps or extensions
- No stored cookies across sessions
- No stored bookmarks or favorites

User profile directories cleanup based on golden image on logoff

- Desktop
- Documents
- Pictures
- Temporary Files

Disable following functionality

- Ability to change, add, remove desktop icons
- Ability to change, add, remove desktop wallpaper
- Ability to save or change files on non-profile folders (specified above)
- Ability to autoplay files from removable media like USB flash drives
- Ability to save favorite locations
- Ability to save recent opened files

7 Patron Computers

Delivery, Installation, and Configuration

\$4,224.00

1

\$4,224.00

Delivery, Installation, and Configuration; includes:

Each

- Stage OS, Deliver and Install
- Create New AD VM
- Domain Migration
- DHCP Migration
- DNS Migration
- Organize/Document/Review GPOs
- Migrate Printer Configurations
- Migrate Shared Files
- Configure Backups
- Update Documentation
- Retire MPLServer2014

Subtotal

\$13,491.31

Tax

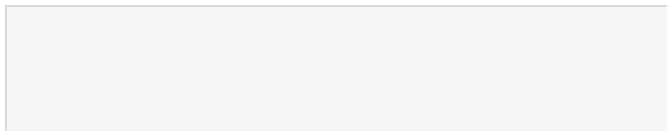
\$0.00

Total

\$13,491.31

We hope you find this acceptable; if you have any queries please let us know. If you wish to proceed, please accept the quote. By signing below, you agree to our standard Terms & Conditions and/or Managed Services Agreement.

We reserve the right to cancel orders arising from pricing or other errors.



Name: Austin Stroud

Date:

(Austin)

END OF DOCUMENT