

**Monon Town and Township Public Library  
Board of Trustees  
Meeting Agenda // January 8, 2024, 4PM EST**

1. Call to Order
2. Approval of December 11 Board Meeting Minutes
3. Claims/Payroll for December 2023/Treasurer's Report
  - a. Some end of year transfers also need approval to bring everything back to zero:
    - i. Transferring \$1,872.40 from Salary of Librarian to Salary of Assistants.
    - ii. Transferring \$2800.00 from Salary of Custodian to Salary of Assistants.
    - iii. Transferring \$294.77 from Employee Benefits to Salary of Assistants
    - iv. Transferring \$5,000 from Operating/Transfer to LIRF to LIRF.
  - b. Transferring \$4.17 from Library Supplies to Salary of Assistants. From Supplies to Personal Services.
4. Librarian's Report
5. Personnel Report
  - a. Franklin Ramirez has applied for the part-time staff position. His interview has been set for Thursday, January 11, 2024 at 2pm.
6. Old Business
  - a. Mulhaupts are scheduled for entry door repair to prevent leakage on January 24, 2024.
7. New Business
  - a. 2024 Board Officers – Regular Board and Board of Finance
  
  - b. 2024 Board Meeting Dates/Times
  
  - c. 2024 Board By-Laws

8. Adjournment

The next meeting is Monday, February 12, 2024 at 4PM.

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

**Present:** Austin Stroud, Clark Raver, Julie Hart, Jennifer Annis, Stanley Minnick, Barbara Rayburn, Lexi Taylor, Rosemary Cooley, Desi Kyle, Suzette Alma (Insurance agent)

**Absent:**

**Call to Order:** Called to order by Clark Raver at 4:30PM.

**Minutes** – Julie Hart made a motion to approve the November 13 & 20 board meeting minutes and Jennifer Annis 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 -**

Harry Mohler is still trying to find someone to fix the water leak in the children's room.

Mulhaupts moved their door work until January 24, 2024. This is to prevent water from leaking under the doors.

We were in the Monon Christmas parade on December 9, 2023.

There is an advertisement up for part-time staff.

Barbara completed basic and advanced cataloging training and Local Admin Evergreen Training.

Barbara and Laura completed a refresher cataloging training for Evergreen.

The Alliance Bank accounts, Bank of Wolcott accounts and the Visa through Alliance Bank will need an update on account administrator. Barbara has access to the bank accounts but not the ability to make transfers. Rosemary Cooley made a motion to put Jennifer Annis and Barbara Rayburn's name on the VISA and to update Barbara Rayburn's permission on the bank accounts and remove Austin Stroud. This was seconded by Julie Hart. Clark Raver and Jennifer Annis names will continue to remain on current bank accounts.

**Personnel Report –**

Arturo Castillo – Library Clerk, part-time to Library Assistant full-time effective Jan 1, 2024. Motion was made by Desi Kyle. Seconded by Stan Minnick. All were in favor, the motion passed.

**Old Business -**

Director transition-Barbara Rayburn will receive a stipend for \$81.25 per pay period while serving as Interim Director along with a pay increase of \$81.25 added per pay period to the 2024 salary of \$47239.92. The salary of \$2130.83 per pay period would be paid as Interim Director. When a new Director is hired the stipend will end. The salary would be \$2049.58 per pay period or \$49189.92 per year. Stan Minnick made a motion to approve the agreement proposed to Barbara Rayburn for the Interim Director, discussed in the Executive session. The motion was seconded by Rosemary Cooley. All in favor, the motion passed.


**New Business -**

Austin presented the 2024 Honey Creek and Liberty Township Contracts, which the board approved via a signature.

Austin presented the 2024 Holiday Schedule, 2024 Pay Schedule, & 2024 Fee Schedule. President's Day was added for 2024. Julie Hart made a motion to approve all as presented. Lexi Taylor seconded the motion. All were in favor, the motion passed.

Suzette Alma from Howe Insurance presented the 2024 Building/Grounds Insurance Quotes. The premium has increased slightly. Julie Hart made a motion to approve all as presented. Stan Minnick seconded the motion. All were in favor, the motion passed.

Lexi Taylor made a motion to adjourn the meeting at 5:30PM and Rosemary Cooley seconded. All present were in favor, and the motion passed. The next regular meeting on Monday, January 8, at 4PM immediately followed by a Board of Finance meeting to close out the 2023 budget.

  
\_\_\_\_\_  
Clark Raver, President

\_\_\_\_\_  
Rosemary Cooley, Secretary

**Resolution to Transfer Operating Funds Between Categories**

WHEREAS, the Board of Trustees of the Monon Town and Township Public Library finds that the personal services budget has been exceeded for 2023 and,

WHEREAS, \$4.17 must be moved from Supplies (Library Supplies) to cover the shortage.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Monon Town and Township Public Library do hereby approve this transfer.

DULY ADOPTED by the Board of Trustees of the Monon Town and Township Public Library at its board of finance meeting held on the 8th day of January, 2024, at which meeting a quorum was present.

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ATTEST:

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Secretary

# Appropriation Report for 100 Operating

## Monon Town & Township Public Library

Report Date: From 12/1/23 To 12/31/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>1. Personal Services</b>							
1.01 Salary of Librarian	\$52,000.00	(\$1,872.40)	\$50,127.60	\$4,177.30	\$50,127.60	\$0.00	0.0
1.02 Salary of Assistants	\$115,000.00	\$4,971.34	\$119,971.34	\$9,163.69	\$119,971.34	\$0.00	0.0
1.03 Salary of Custodian	\$7,500.00	(\$2,800.00)	\$4,700.00	\$384.00	\$4,700.00	\$0.00	0.0
1.04 Employee Benefits	\$64,000.00	(\$294.77)	\$63,705.23	\$5,173.41	\$63,705.23	\$0.00	0.0
<b>Subtotal</b>	<b>\$238,500.00</b>	<b>\$4.17</b>	<b>\$238,504.17</b>	<b>\$18,898.40</b>	<b>\$238,504.17</b>	<b>\$0.00</b>	<b>0.0</b>
<b>2. Supplies</b>							
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	\$289.71	\$1,296.61	\$1,453.39	52.9
2.04 Library Supplies	\$6,250.00	(\$4.17)	\$6,245.83	\$317.85	\$4,364.60	\$1,881.23	30.1
<b>Subtotal</b>	<b>\$9,000.00</b>	<b>(\$4.17)</b>	<b>\$8,995.83</b>	<b>\$607.56</b>	<b>\$5,661.21</b>	<b>\$3,334.62</b>	<b>37.1</b>
<b>3. Other Services and Charge</b>							
3.01 Professional Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$395.16	\$1,604.84	80.2
3.02 Communication and Transportation	\$12,300.00	\$0.00	\$12,300.00	\$179.72	\$2,905.32	\$9,394.68	76.4
3.03 Printing and Advertising	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.04 Library Insurance	\$8,400.00	\$0.00	\$8,400.00	\$3,491.00	\$4,079.00	\$4,321.00	51.4
3.05 Utility Services	\$22,000.00	\$0.00	\$22,000.00	\$932.31	\$15,169.31	\$6,830.69	31.0
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$125.00	\$7,094.62	\$12,905.38	64.5
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	\$176.63	\$236.63	\$1,013.37	81.1
3.09 Other Services and Charges	\$18,000.00	\$0.00	\$18,000.00	\$1,905.54	\$16,242.59	\$1,757.41	9.8
3.1 Transfer to Library Improvement Reserve	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	0.0

<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
<b>Subtotal</b>	<b>\$95,550.00</b>		<b>\$95,550.00</b>	<b>\$11,810.20</b>	<b>\$52,337.63</b>	<b>\$43,212.37</b>	<b>45.2</b>
<b>4. Capital Outlays</b>							
4.02 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$39.98	\$4,749.15	\$10,250.85	68.3
4.03 Books	\$23,000.00	\$0.00	\$23,000.00	\$1,222.58	\$21,926.37	\$1,073.63	4.7
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$1,179.74	\$1,881.86	\$1,618.14	46.2
4.05 Nonprint Materials	\$12,000.00	\$0.00	\$12,000.00	\$302.81	\$5,518.05	\$6,481.95	54.0
<b>Subtotal</b>	<b>\$53,500.00</b>		<b>\$53,500.00</b>	<b>\$2,745.11</b>	<b>\$34,075.43</b>	<b>\$19,424.57</b>	<b>36.3</b>
<b>Grand Total</b>	<b>\$396,550.00</b>	<b>\$0.00</b>	<b>\$396,550.00</b>	<b>\$34,061.27</b>	<b>\$330,578.44</b>	<b>\$65,971.56</b>	<b>16.6</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 12/1/23 To 12/31/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>3. Other Services and Charge</b>							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00	0.0
<b>Subtotal</b>	<b>\$25,000.00</b>		<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>0.0</b>
<b>4. Capital Outlays</b>							
4.02 Furniture and Equipment	\$21,749.00	\$0.00	\$21,749.00	\$0.00	\$2,898.90	\$18,850.10	86.7
4.03 Books	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
<b>Subtotal</b>	<b>\$21,749.00</b>		<b>\$21,749.00</b>	<b>\$0.00</b>	<b>\$2,898.90</b>	<b>\$18,850.10</b>	<b>86.7</b>
<b>Grand Total</b>	<b>\$46,749.00</b>	<b>\$0.00</b>	<b>\$46,749.00</b>	<b>\$0.00</b>	<b>\$27,898.90</b>	<b>\$18,850.10</b>	<b>40.3</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 12/1/23 To 12/31/23

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	(\$8,239.00)	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
<b>Subtotal</b>	<b>\$8,239.00</b>	<b>(\$8,239.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#Num!</b>
<i>3. Other Services and Charge</i>							
3.06 Repairs and Maintenance	\$25,000.00	\$8,239.00	\$33,239.00	\$0.00	\$27,794.15	\$5,444.85	16.4
<b>Subtotal</b>	<b>\$25,000.00</b>	<b>\$8,239.00</b>	<b>\$33,239.00</b>	<b>\$0.00</b>	<b>\$27,794.15</b>	<b>\$5,444.85</b>	<b>16.4</b>
<b>Grand Total</b>	<b>\$33,239.00</b>	<b>\$0.00</b>	<b>\$33,239.00</b>	<b>\$0.00</b>	<b>\$27,794.15</b>	<b>\$5,444.85</b>	<b>16.4</b>

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



# Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/29/23	100 Operating	1.01 Salary of Librarian	(\$1,872.40)	Board Approved Change
12/29/23	100 Operating	1.02 Salary of Assistants	\$4.17	Board Approved Change
12/29/23	100 Operating	1.02 Salary of Assistants	\$294.77	Board Approved Change
12/29/23	100 Operating	1.02 Salary of Assistants	\$2,800.00	Board Approved Change
12/29/23	100 Operating	1.02 Salary of Assistants	\$1,872.40	Board Approved Change
12/29/23	100 Operating	1.03 Salary of Custodian	(\$2,800.00)	Board Approved Change
12/29/23	100 Operating	1.04 Employee Benefits	(\$294.77)	Board Approved Change
12/29/23	100 Operating	2.04 Library Supplies	(\$4.17)	Board Approved Change
10/30/23	400 Library Improvement Reserve Fund	1.04 Employee Benefits	(\$8,239.00)	Board Approved Change
10/30/23	400 Library Improvement Reserve Fund	3.06 Repairs and Maintenance	\$8,239.00	Board Approved Change

## Net Changes by Fund

<i>Fund Number</i>	<i>Net Change</i>
100	\$0.00

**Financial Report**  
**Monon Town & Township Public Library**

Report Dates = **12/1/23 to 12/31/23**

<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>
<b>1. General</b>						
100 Operating	\$441,774.53	\$34,061.27	\$411,845.59	\$105,635.15	\$488,786.53	\$518,715.47
<b>Subtotal</b>	<b>\$441,774.53</b>	<b>\$34,061.27</b>	<b>\$411,845.59</b>	<b>\$105,635.15</b>	<b>\$488,786.53</b>	<b>\$518,715.47</b>
<b>2. Special Revenue</b>						
200 Memorial/Gift Fund	\$5,339.62	\$80.00	\$2,210.11	\$0.86	\$3,860.74	\$6,990.25
201 Rainy Day Fund	\$371,164.88	\$0.00	\$55,797.80	\$214.85	\$41,369.79	\$356,736.87
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$0.00	\$52.08	\$1,654.32	\$0.00	\$3,617.83	\$1,963.51
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	\$1,000.00	\$1,882.78
277 Indiana Humanities Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 CARES Grant Fund	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00
279 ARPA Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
280 LSTA Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
281 Community Foundation of White County	\$0.00	\$0.00	\$0.00	\$0.00	\$2,122.50	\$2,122.50
<b>Subtotal</b>	<b>\$379,838.24</b>	<b>\$132.08</b>	<b>\$62,588.19</b>	<b>\$215.71</b>	<b>\$52,445.86</b>	<b>\$369,695.91</b>
<b>4. Capital Projects</b>						
400 Library Improvement Reserve Fund	\$311,948.10	\$0.00	\$55,588.30	\$5,211.44	\$48,094.35	\$304,454.15
<b>Subtotal</b>	<b>\$311,948.10</b>	<b>\$0.00</b>	<b>\$55,588.30</b>	<b>\$5,211.44</b>	<b>\$48,094.35</b>	<b>\$304,454.15</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	\$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	\$1,084.62	\$13,451.64	\$1,084.62	\$13,451.64	\$0.00
804 FICA	\$0.00	\$850.98	\$10,688.91	\$850.98	\$10,688.91	\$0.00
805 MEDICARE	\$0.00	\$199.04	\$2,499.90	\$199.04	\$2,499.90	\$0.00
806 STATE	\$0.00	\$460.73	\$5,711.82	\$460.73	\$5,711.82	\$0.00
807 COUNTY	\$0.00	\$288.32	\$3,594.09	\$288.32	\$3,594.09	\$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
<b>Subtotal</b>	<b>\$114.90</b>	<b>\$2,883.69</b>	<b>\$35,956.36</b>	<b>\$2,883.69</b>	<b>\$35,956.36</b>	<b>\$114.90</b>
<b>Grand Total</b>	<b>\$1,133,675.77</b>	<b>\$37,077.04</b>	<b>\$565,978.44</b>	<b>\$113,945.99</b>	<b>\$625,283.10</b>	<b>\$1,192,980.43</b>

**Total all banks = \$1,192,980.43**

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

Report Date: From 12/1/23 To 12/31/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	389	Internal Revenue Service	FEDERAL	Payroll Withholding	\$1,084.62	12/31/23	Federal Tax Deposit
			FICA	Payroll Withholding	\$850.98		
			MEDICARE	Payroll Withholding	\$199.04		
			Operating	Employee Benefits	\$850.98		
			Operating	Employee Benefits	\$199.04		
				<b>Total this claim</b>	<b>\$3,184.66</b>		
0	377	Payroll	Operating	Salary of Librarian	\$2,088.65	12/15/23	PAYROLL
			Operating	Salary of Assistants	\$4,432.03		
			Operating	Salary of Custodian	\$256.00		
				<b>Total this claim</b>	<b>\$6,776.68</b>		
0	376	PERF	PERF	Payroll Withholding	\$0.00	12/15/23	PERF Deposit
			Operating	Employee Benefits	\$760.74		
				<b>Total this claim</b>	<b>\$760.74</b>		
0	388	Payroll	Operating	Salary of Librarian	\$2,088.65	12/31/23	PAYROLL
			Operating	Salary of Assistants	\$4,731.66		
			Operating	Salary of Custodian	\$128.00		
				<b>Total this claim</b>	<b>\$6,948.31</b>		
0	401	Alliance Bank	Operating	Other Services and Charges	\$12.04	12/29/23	Direct Deposit Service Charge
				<b>Total this claim</b>	<b>\$12.04</b>		
0	390	Indiana Dept. of Revenue	STATE	Payroll Withholding	\$460.73	12/31/23	State and County Tax Deposit
			COUNTY	Payroll Withholding	\$288.32		
				<b>Total this claim</b>	<b>\$749.05</b>		
0	400	Monon Public Library	Operating	Transfer to Library Improvement	\$5,000.00	12/29/23	Transfer 2023 Budgeted \$5000 from Bank 0926 to Bank 3556
				<b>Total this claim</b>	<b>\$5,000.00</b>		

**Warrant Claim**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	387	PERF	PERF	Payroll Withholding	\$0.00	12/31/23	PERF Deposit
			Operating	Employee Benefits	\$759.03		
				<b>Total this claim</b>	<b>\$759.03</b>		
23809	379	Cardinal Office Products	Operating	Other Services and Charges	\$95.00	12/15/23	RICOH DIGITAL PRINTER
				<b>Total this claim</b>	<b>\$95.00</b>		
23810	380	Baker & Taylor	Operating	Books	\$473.12	12/15/23	
				<b>Total this claim</b>	<b>\$473.12</b>		
23811	381	Indiana Library Federation	Operating	Dues, Interest, Taxes	\$176.63	12/15/23	2024 Membership Dues
				<b>Total this claim</b>	<b>\$176.63</b>		
23812	382	Monon Telephone Co.	Operating	Communication and Transportati	\$174.30	12/15/23	
				<b>Total this claim</b>	<b>\$174.30</b>		
23813	383	Monon Utilities	Operating	Utility Services	\$95.95	12/15/23	
				<b>Total this claim</b>	<b>\$95.95</b>		
23814	384	ENA Services LLC	State Technology Fund	Other	\$52.08	12/15/23	
				<b>Total this claim</b>	<b>\$52.08</b>		
23815	385	NIPSCO	Operating	Utility Services	\$836.36	12/15/23	
				<b>Total this claim</b>	<b>\$836.36</b>		
23816	378	Amazon Capital Services, Inc.	Operating	Library Supplies	\$185.06	12/15/23	
			Operating	Cleaning and Sanitation Supplie	\$131.71		
			Operating	Books	\$241.34		
			Operating	Nonprint Materials	\$120.14		
				<b>Total this claim</b>	<b>\$678.25</b>		
23817	386	Howe Insurance Agency	Operating	Library Insurance	\$3,491.00	12/19/23	Insurance
				<b>Total this claim</b>	<b>\$3,491.00</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>
23818	391	Amazon Capital Services, Inc.	Operating	Furniture and Equipment	\$39.98	12/31/23	
			Operating	Books	\$13.99		
			Operating	Cleaning and Sanitation Supplie	\$40.05		
			Operating	Library Supplies	\$84.05		
				<b>Total this claim</b>	<b>\$178.07</b>		
23819	392	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$2,603.62	12/31/23	D22104
				<b>Total this claim</b>	<b>\$2,603.62</b>		
23820	393	Baker & Taylor	Operating	Books	\$335.78	12/31/23	
				<b>Total this claim</b>	<b>\$335.78</b>		
23821	394	Baker & Taylor	Operating	Other Services and Charges	\$1,798.50	12/31/23	Subscription fee
				<b>Total this claim</b>	<b>\$1,798.50</b>		
23822	395	CENGAGE Learning/ Gale	Operating	Books	\$158.35	12/31/23	
				<b>Total this claim</b>	<b>\$158.35</b>		
23823	396	Midwest Tape, LLC	Operating	Nonprint Materials	\$182.67	12/31/23	
				<b>Total this claim</b>	<b>\$182.67</b>		
23824	397	PELSY SEPTIC & DRAIN CLEA	Operating	Repairs and Maintenance	\$125.00	12/31/23	
				<b>Total this claim</b>	<b>\$125.00</b>		
23825	398	WT.COX Information Services	Operating	Periodicals and Newspapers	\$1,179.74	12/31/23	
				<b>Total this claim</b>	<b>\$1,179.74</b>		
23826	399	VISA	Operating	Communication and Transportati	\$5.42	12/31/23	
			Operating	Library Supplies	\$48.74		
			Memorial/Gift Fund	Memorial	\$80.00		
			Operating	Cleaning and Sanitation Supplie	\$117.95		
				<b>Total this claim</b>	<b>\$252.11</b>		

Warrant

Number

Claim  
Number

Name of Claimant

Fund

Account

Amount

Date

Explanation

**Total Amount of Claims \$37,077.04**

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 1, 2024

\_\_\_\_\_  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of  pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES OF GOVERNING BOARD**

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

**Monon Town & Township Public Library**

Report Dates = 12/1/23 to 12/31/23

<b>Receipt Summaries for :</b>			<b>100</b>	<b>Operating</b>
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
109	HONEY CREEK CARDS			\$490.00
110	LIBERTY TOWNSHIP CARDS			\$2,000.00
121	OTHER SERVICES AND CHARGE			\$2,523.76
130	FINES AND FEES		\$81.14	\$1,064.22
132	COPIES		\$266.60	\$1,840.72
133	Employee Benefits			\$291.48
150	LOF PROPERTY TAXES		\$80,187.12	\$211,532.68
152	LOCAL INCOME TAX (LIT)		\$13,138.50	\$182,776.00
153	LOF MISC RECEIPT			\$3,441.96
154	LOF LICENSE EXCISE		\$8,819.07	\$15,253.74
155	LOF FINANCIAL INSTITUTION TAX		\$195.27	\$392.92
156	LOF SAVINGS INTEREST		\$10.35	\$96.50
157	LOF INTEREST FROM CD		\$2,218.43	\$7,916.93
158	LOF CHECKING INTEREST		\$5.67	\$45.57
159	LOF CVET		\$713.00	\$1,427.00
701	INTERFUND TRANSFER			\$57,693.05
			<u>\$105,635.15</u>	<u>\$488,786.53</u>

<b>Receipt Summaries for :</b>			<b>200</b>	<b>Memorial/Gift Fund</b>
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
302	MEMORIAL FUND RECEIPT			\$3,853.31
303	MEMORIAL GIFT FUND INTEREST		\$0.86	\$7.43
			<u>\$0.86</u>	<u>\$3,860.74</u>

<b>Receipt Summaries for :</b>			<b>201</b>	<b>Rainy Day Fund</b>
<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		\$25.81	\$353.46
924	RAINY DAY INTEREST FROM CD		\$189.04	\$985.10
			<u>\$214.85</u>	<u>\$41,369.79</u>

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

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

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

<b>Receipt Summaries for :</b>		<b>276</b>	<b>Annie Horton Advisory Grant Fu</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
964	Annie Horton Advised Fund		\$1,000.00
			\$1,000.00

<b>Receipt Summaries for :</b>		<b>281</b>	<b>Community Foundation of Whit</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
153	LOF MISC RECEIPT		\$2,122.50
			\$2,122.50

<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	\$22.40	\$306.57
406	LIRF INTEREST FROM CD	\$189.04	\$612.63
701	INTERFUND TRANSFER	\$5,000.00	\$46,267.15
966	Repair & Maintanance - Refund		\$908.00
		\$5,211.44	\$48,094.35

<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		\$10.00
			\$10.00

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

Printed On Monday, January 1, 2024



<b>Receipt Summaries for :</b>		<b>803</b>	<b>FEDERAL</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$1,084.62	\$13,451.64
		<u>\$1,084.62</u>	<u>\$13,451.64</u>

<b>Receipt Summaries for :</b>		<b>804</b>	<b>FICA</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$850.98	\$10,688.91
		<u>\$850.98</u>	<u>\$10,688.91</u>

<b>Receipt Summaries for :</b>		<b>805</b>	<b>MEDICARE</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$199.04	\$2,499.90
		<u>\$199.04</u>	<u>\$2,499.90</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	\$460.73	\$5,711.82
		<u>\$460.73</u>	<u>\$5,711.82</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	\$288.32	\$3,594.09
		<u>\$288.32</u>	<u>\$3,594.09</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	\$0.00
		<u>\$0.00</u>	<u>\$0.00</u>

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

Printed On Monday, January 1, 2024

# Bank Balances

Date Printed: 1/1/24

## Monon Town & Township Public Library

Report Dates = 12/1/23 to 12/31/23

<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	\$158,205.06	\$108,508.49	\$37,077.04	\$229,636.51
2 Alliance Bank 93548	\$297,077.14	\$310,425.90	\$226.06	\$0.00	\$310,651.96
3 Alliance Bank 93556	\$172,391.76	\$187,480.52	\$5,211.44	\$0.00	\$192,691.96
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
<b>Total all banks =</b>	<b>\$1,133,675.77</b>	<b>\$1,116,111.48</b>	<b>\$113,945.99</b>	<b>\$37,077.04</b>	<b>\$1,192,980.43</b>

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

<b>Collection Area</b>	<b>December 2023 Circulation</b>	<b>December 2022 Circulation</b>	<b>December 2021 Circulation</b>
Adult Fiction	162	287	166
Adult Non-Fiction	22	26	32
Adult/Juvenile DVDs/Videos	140	154	128
Adult/Juvenile Audiobooks	1	6	0
Magazines	35	35	47
Juvenile Fiction	75	82	51
Juvenile Non-Fiction	16	17	6
Young Adult/Teen	12	10	6
Video Games	1	7	4
Hoopla	41	43	41
Overdrive (ebooks/e-audio)	266	254	149
Hotspots	16	15	5
Library of Things	1	1	0
<b>Total Circulation (# of checkouts)</b>	<b>787</b>	<b>937</b>	<b>635</b>

Librarian's Report  
January 8, 2024

Barbara has been updating account logins and will update the Alliance Bank and Bank of Wolcott after the January board meeting. The new VISA card has arrived and all pertinent accounts have been updated.

AVC has updated our accounting program for 2024.

Pronunciator subscription has been updated for the year of 2024. The subscription rate was unchanged from 2023.

Laura will be starting the Pre-school story time and the after school Library Club on January 18, 2024.

# MONON TOWN AND TOWNSHIP PUBLIC LIBRARY BOARD

## BYLAWS

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

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

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

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

Three appointments by the School Board

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

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

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

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

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

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

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

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

**MEETINGS:** The regular monthly meeting of the library board shall be held on the second Monday of each month at 4:00 p.m. at the Library. The organizational meeting will be held in January at the regular meeting at the library.

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

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

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

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

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

The secretary of the board shall sign the meeting minutes monthly, and take minutes in absence of the library director. The secretary also shall attest to resolutions.

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

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

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

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

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

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

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

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

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

Call to order

Approval of minutes

Financial report

Correspondence

Report of committees

Unfinished business

New business

Adjournment

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

Accepted 12/4/1990

Reviewed 3/1/2004

Revised 3/7/2011

Revised 3/4/2013

Reviewed 7/11/2016

Revised 1/14/2019

Reapproved 1/10/2022

Reapproved 1/9/2023

Reapproved 1/8/2024



**AYE**

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**NAY**

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**ATTEST:**

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**Secretary**

**Monon Town and Township Public Library Board of Trustees Board of Finance Meeting  
Monday, January 8, 2024 immediately following the regular board meeting at 4PM**

1. Call to Order
2. Review of 2023 finances and investments
3. Resolution to transfer excess Operating funds to Rainy Day and LIRF funds
4. Approval to close out the 2023 budget
5. Adjournment

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

WHEREAS, the Board of Trustees of the Monon Town and Township Public Library finds that the purposes of the Operating Fund have been fulfilled for the end of 2023; and,

WHEREAS, there is excess remaining in the Operating Fund in an unused and unencumbered balance; therefore,

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

DULY ADOPTED by the Board of Trustees of the Monon Town and Township Public Library at its board of finance meeting held on the 8th day of January, 2024, at which meeting a quorum was present.

AYE

NAY

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ATTEST:

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Secretary