

**Monon Town and Township Public Library
Board of Trustees
Meeting Agenda // January 9, 2023, 4PM EST**

1. Call to Order
2. Approval of December 12 Board Meeting Minutes
3. Claims/Payroll for December 2022/Treasurer's Report
 - a. Some end of year transfers also need approval to bring everything back to zero:
 - i. Transferring \$1,427.56 from Salary of Librarian to Salary of Assistants.
 - ii. Transferring \$1,411.28 from Salary of Librarian to Employee Benefits.
 - iii. Transferring \$3,605.94 from Salary of Custodian to Employee Benefits.
 - iv. Transferring \$5,000 from Operating/Transfer to LIRF to LIRF.
4. Librarian's Report

5. Personnel Report
 - a. None
6. Old Business
 - a. None
7. New Business
 - a. 2023 Board Officers – Regular Board and Board of Finance

 - b. 2023 Board Meeting Dates/Times

 - c. 2023 Board By-Laws

 - d. Automatic Doors Repair Quote

8. Adjournment

The next meeting is Monday, February 13, 2023 at 4PM.

**Monon Town and Township Public Library Board of Trustees Meeting
Monday, December 12, 2022, 4PM**

Present: Austin Stroud, Michele Buswell, Clark Raver, Lexi Reagan, Jennifer Annis, Rosemary Cooley, Julie Hart, Desi Kyle, Alan McCloskey (Consolidated Union Insurance Representative), Matt Hittle (Consolidated Union Insurance Representative), Suzette Alma (Howe Insurance Representative)

Absent: None

Call to Order: Called to order by Clark Raver at 3:58PM.

Minutes - Rosemary Cooley made a motion to approve the November 14 meeting minutes and Lexi Reagan seconded. All were in favor, and the motion passed.

Finances/Treasurer's Report - Austin reported a transfer to bring us back to zero that the board needs to include in their approval of the usual reports. \$1,844 was moved from LIRF to Operating - Employee benefits. Julie Hart made the motion to approve the transfer, accept the financial reports, and sign the claims register. Michele Buswell seconded the motion. All were in favor. The motion passed.

It was decided to move the insurance companies first so that both groups could leave afterwards if they choose. Matt Hittle and Alan McCloskey presented quotes for the library's current insurer, Consolidated Union, and Suzette Alma presented quotes from Howe Insurance that used to insure the library. After everything was presented, Rosemary Cooley made a motion to go with Howe Insurance for 2023 building/grounds insurance and Lexi Reagan seconded. All present were in favor, and the motion passed. Michele Buswell made a motion to keep the treasurer's bond with Consolidated Union and Jennier Annis seconded. All present were in favor, and the motion passed.

Librarian's report - The shed should be here about the time of next month's meeting.

Stanley Minnick will be appointed to the library board at tonight's school board meeting. His first meeting will be in January.

Tonight is Michele Buswell's last board meeting after 16 years. Thank you for all of your time and service to the library!

For next month, you'll want to think about the 2023 board officers as well as if we want to keep our board meetings at 4PM on the 2nd Monday of each month.

Austin shared that our expenditures per capita went up by about 90 cents for this past year. We're required to up our non-resident fee to at least \$75.90. Austin is proposing that we increase it to \$76, but we could increase it more since it could increase again next year. The board would like to increase it to \$80. Austin will include a letter explaining this to the township trustees, so hopefully everything works out in that regard. Julie Hart made a motion to increase this non-resident fee to \$80 and Jennifer Annis seconded. All present were in favor, and the motion passed.

On the 2023 cleaning contract, Austin is proposing that we increase this at least 5% to match the growth quotient as well as to keep up with the rising costs of everything. He has proposed paying \$80/week, or \$160 bi-weekly up from \$75/week or \$150 bi-weekly for the current year. Rosemary Cooley made a motion to increase the cleaning to \$80/week and Julie Hart seconded. All present were in favor and the motion passed.

We discussed this last month, but we need to appoint someone to the park board for the town. Rosemary Cooley made a motion to appoint Julie Hart to the park board for one year starting in January 2023, and Michele Buswell seconded. All present were in favor, and the motion passed.

We need to have a Board of Finance meeting to close out the 2022 budget, so Austin is proposing to hold it immediately after the regular 4PM meeting in January. Jennifer Annis made a motion to hold the meeting right after our January 9 4PM meeting, and Desi Kyle seconded. All present were in favor, and the motion passed. Austin will post a notice on our bulletin board.

Personnel Report -

None.

Old Business -

None.

New Business -

Austin shared the 2023 Honey Creek and Liberty Township contracts. The board approved these via signing each contract.

Austin shared the 2023 holiday schedule, fee schedule, and pay schedule. Rosemary Cooley made a motion to approve the 2023 holiday, fee, and pay schedules and Julie Hart seconded. Austin will edit the fee schedule to reflect the \$80 non-resident card amount. All present were in favor, and the motion passed.

Austin shared some updated salary schedule numbers for 2023. He would at the very least like to increase 2 more percent to match the 5 percent growth quotient for the year (increased 3 percent in June). He also shared another option that would equate to an overall 8 percent increase and get all of our adult staff to \$10 plus an hour. Rosemary Cooley made a motion to approve the 5% increase (8% when added to the 3% from June) as well as adjust the salary schedules so all adults make at least \$10 and all student workers make at least \$8 and Lexi Reagan seconded. Austin will edit the salary schedules presented tonight to reflect what was approved at the meeting. All present were in favor, and the motion passed. The board also signed the salary resolution.

Michele Buswell made a motion to adjourn the meeting at 5:55PM and Julie Hart seconded. All present were in favor, and the motion passed. The next meeting: Monday, January 9, at 4PM. This will be immediately followed by the Board of Finance meeting to close out the 2022 budget.

Clark Raver, President

Rosemary Cooley, Secretary

Register Of Claims
Monon Town & Township Public Library
Report Date: From 12/1/22 To 12/31/22

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	381	Alliance Bank	Operating	Other Services and Charges	\$12.16	12/31/22	Direct Deposit
				Total this claim	\$12.16		
0	380	VOID	Other	Other	\$0.00	12/31/22	
				Total this claim	\$0.00		
0	379	VOID	Other	Other	\$0.00	12/31/22	
				Total this claim	\$0.00		
0	344	Payroll	Operating	Salary of Librarian	\$1,989.19	12/15/22	PAYROLL
			Operating	Salary of Assistants	\$4,626.02		
				Total this claim	\$6,615.21		
0	382	Monon Public Library	Operating	Transfer to Library Improvement	\$5,000.00	12/31/22	Transfer from Chek 0926 to LIRP 3556 line item 2022 Budget
				Total this claim	\$5,000.00		
0	343	PERF	PERF	Payroll Withholding	\$0.00	12/15/22	PERF Deposit
			Operating	Employee Benefits	\$802.00		
				Total this claim	\$802.00		
0	364	Payroll	Operating	Salary of Librarian	\$1,989.19	12/31/22	PAYROLL
			Operating	Salary of Assistants	\$5,080.99		
				Total this claim	\$7,070.18		
0	372	Internal Revenue Service	FEDERAL	Payroll Withholding	\$1,045.11	12/31/22	Federal Tax Deposit
			FICA	Payroll Withholding	\$848.51		
			MEDICARE	Payroll Withholding	\$198.44		
			Operating	Employee Benefits	\$848.51		
			Operating	Employee Benefits	\$198.44		
				Total this claim	\$3,139.01		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	371	Indiana Dept. of Revenue	STATE COUNTY	Payroll Withholding	\$479.33	12/31/22	State and County Tax Deposit
				Payroll Withholding	\$295.87		
				Total this claim	<u>\$775.20</u>		
0	363	PERF	PERF Operating	Payroll Withholding	\$0.00	12/31/22	PERF Deposit
				Employee Benefits	\$824.47		
				Total this claim	<u>\$824.47</u>		
0	358	Monon Public Library	Library Improvement Re	Interfund Transfers	\$2,986.00	12/15/22	Moved funds from LIRF Bank 3- 3556 to Operating Bank 1 - 0926 for Shed payment
				Total this claim	<u>\$2,986.00</u>		
23503	345	Anthem Blue Cross Blue Shield	Library Improvement Re Operating	Employee Benefits	\$593.88	12/15/22	
				Employee Benefits	\$2,343.80		
				Total this claim	<u>\$2,937.68</u>		
23504	346	Cardinal Office Products	Operating	Other Services and Charges	\$95.00	12/15/22	Printer lease
				Total this claim	<u>\$95.00</u>		
23505	347	Center Point Large Print	Operating	Books	\$101.28	12/15/22	
				Total this claim	<u>\$101.28</u>		
23506	348	DELUXE	Operating	Library Supplies	\$456.93	12/15/22	Checks
				Total this claim	<u>\$456.93</u>		
23507	349	ENA Services LLC	Operating	Communication and Transportati	\$253.08	12/15/22	
				Total this claim	<u>\$253.08</u>		
23508	350	Indiana Library Federation	Operating	Dues, Interest, Taxes	\$149.66	12/15/22	2023 Membership dues
				Total this claim	<u>\$149.66</u>		
23509	351	Laura E. Burcham	Operating	Salary of Custodian	\$150.00	12/15/22	Dec 1-15
				Total this claim	<u>\$150.00</u>		
23510	352	Midwest Tape, LLC	Operating	Nonprint Materials	\$365.60	12/15/22	
				Total this claim	<u>\$365.60</u>		

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

23511	353	Monon Telephone Co.	Operating	Communication and Transportati	\$171.50	12/15/22	
				Total this claim	\$171.50		
23512	354	Monon Utilities	Operating	Utility Services	\$71.56	12/15/22	
				Total this claim	\$71.56		
23513	355	NIPSCO	Operating	Utility Services	\$1,528.97	12/15/22	
				Total this claim	\$1,528.97		
23514	356	Raber Portable Storage Barns	Library Improvement Re	Furniture and Equipment	\$2,668.00	12/15/22	Shed
			Library Improvement Re	Repairs and Maintenance	\$318.00		
				Total this claim	\$2,986.00		
23515	357	VOID	Other	Other	\$0.00	12/15/22	Duplicate Check. Void
				Total this claim	\$0.00		
23516	359	Hamstra Builders, Inc.	Operating	Repairs and Maintenance	\$40.00	12/15/22	Front entry repair
				Total this claim	\$40.00		
23517	360	VOID	Other	Other	\$0.00	12/31/22	
				Total this claim	\$0.00		
23518	361	VOID	Other	Other	\$0.00	12/31/22	
				Total this claim	\$0.00		
23519	362	VISA	Other	Other	\$0.00	12/31/22	
			Memorial/Gift Fund	Gift Fund	\$113.08		
				Total this claim	\$113.08		
23520	365	Baker & Taylor	Operating	Books	\$1,036.49	12/31/22	
				Total this claim	\$1,036.49		
23521	366	Laura E. Burcham	Operating	Salary of Custodian	\$150.00	12/31/22	Dec 15-31
				Total this claim	\$150.00		

<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>
23522	367	Midwest Tape, LLC	Operating	Nonprint Materials	\$256.38	12/31/22	
				Total this claim	<u>\$256.38</u>		
23523	368	VOID	Other	Other	\$0.00	12/31/22	
				Other	\$0.00		
				Total this claim	<u>\$0.00</u>		
23524	369	Amazon Capital Services, Inc.	Operating	Library Supplies	\$43.32	12/31/22	
			Operating	Nonprint Materials	\$207.06		
			Operating	Books	\$136.80		
			Operating	Communication and Transportati	\$4.48		
			Operating	Furniture and Equipment	\$33.97		
				Total this claim	<u>\$425.63</u>		
23525	370	WT.COX Information Services	Operating	Periodicals and Newspapers	\$1,214.70	12/31/22	
				Total this claim	<u>\$1,214.70</u>		
23526	373	Chicago Distribution Center	Operating	Library Supplies	\$13.05	12/31/22	
			Operating	Communication and Transportati	\$18.04		
				Total this claim	<u>\$31.09</u>		
23527	374	Consolidated Union New Branch	Operating	Library Insurance	\$150.00	12/31/22	Library Insurance
				Total this claim	<u>\$150.00</u>		
23528	375	Cardinal Office Products	Operating	Library Supplies	\$95.00	12/31/22	
				Total this claim	<u>\$95.00</u>		
23529	376	Howe Insurance Agency	Operating	Library Insurance	\$2,921.00	12/31/22	
				Total this claim	<u>\$2,921.00</u>		
23530	377	Howe Insurance Agency	Operating	Library Insurance	\$461.00	12/31/22	
				Total this claim	<u>\$461.00</u>		
23531	378	Center Point Large Print	Operating	Books	\$78.56	12/31/22	
				Total this claim	<u>\$78.56</u>		

Warrant Claim

Number Number Name of Claimant Fund Account Amount Date Explanation

Total Amount of Claims \$43,464.42

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, January 4, 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 \$43,464.42

Date this day of , 20

SIGNATURES OF GOVERNING BOARD

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

Appropriation Report for 100 Operating

Monon Town & Township Public Library

Report Date: From 12/1/22 To 12/31/22

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.01 Salary of Librarian	\$50,000.00	(\$2,838.84)	\$47,161.16	\$3,978.38	\$47,161.16	\$0.00	0.0
1.02 Salary of Assistants	\$110,000.00	\$1,427.56	\$111,427.56	\$9,707.01	\$111,427.56	\$0.00	0.0
1.03 Salary of Custodian	\$7,500.00	(\$3,605.94)	\$3,894.06	\$300.00	\$2,820.00	\$1,074.06	27.6
1.04 Employee Benefits	\$50,000.00	\$5,017.22	\$55,017.22	\$5,017.22	\$55,017.22	\$0.00	0.0
Subtotal	\$217,500.00	\$0.00	\$217,500.00	\$19,002.61	\$216,425.94	\$1,074.06	0.5
2. Supplies							
2.02 Cleaning and Sanitation Supplies	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$546.12	\$1,953.88	78.2
2.04 Library Supplies	\$6,000.00	\$0.00	\$6,000.00	\$608.30	\$5,656.43	\$343.57	5.7
Subtotal	\$8,500.00		\$8,500.00	\$608.30	\$6,202.55	\$2,297.45	27.0
3. Other Services and Charge							
3.01 Professional Services	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,416.76	\$83.24	5.5
3.02 Communication and Transportation	\$12,300.00	\$0.00	\$12,300.00	\$447.10	\$3,620.32	\$8,679.68	70.6
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	\$3,532.00	\$3,702.00	\$4,698.00	55.9
3.05 Utility Services	\$21,000.00	\$0.00	\$21,000.00	\$1,600.53	\$18,877.79	\$2,122.21	10.1
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$40.00	\$7,105.88	\$12,894.12	64.5
3.07 Rentals	\$500.00	\$0.00	\$500.00	\$0.00	\$15.00	\$485.00	97.0
3.08 Dues, Interest, Taxes	\$1,000.00	\$0.00	\$1,000.00	\$149.66	\$613.93	\$386.07	38.6
3.09 Other Services and Charges	\$14,000.00	\$0.00	\$14,000.00	\$107.16	\$11,145.16	\$2,854.84	20.4
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
3.11 E Book Services & Hoopla	\$6,700.00	\$0.00	\$6,700.00	\$0.00	\$1,376.11	\$5,323.89	79.5

<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>
3.2 2021 Encumbered Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$90,900.00		\$90,900.00	\$10,876.45	\$52,872.95	\$38,027.05	41.8
4. Capital Outlays							
4.02 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$33.97	\$5,087.44	\$9,912.56	66.1
4.03 Books	\$23,000.00	\$0.00	\$23,000.00	\$1,353.13	\$19,600.94	\$3,399.06	14.8
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$1,214.70	\$2,612.25	\$887.75	25.4
4.05 Nonprint Materials	\$8,500.00	\$0.00	\$8,500.00	\$829.04	\$6,463.07	\$2,036.93	24.0
Subtotal	\$50,000.00		\$50,000.00	\$3,430.84	\$33,763.70	\$16,236.30	32.5
Grand Total	\$366,900.00	\$0.00	\$366,900.00	\$33,918.20	\$309,265.14	\$57,634.86	15.7

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

Appropriation Report for 201 Rainy Day Fund

Monon Town & Township Public Library

Report Date: From 12/1/22 To 12/31/22

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3. Other Services and Charge							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$21,628.74	\$3,371.26	13.5
3.2 2021 Encumbered Funds	\$24,730.00	\$0.00	\$24,730.00	\$0.00	\$24,730.00	\$0.00	0.0
Subtotal	\$49,730.00		\$49,730.00	\$0.00	\$46,358.74	\$3,371.26	6.8
4. Capital Outlays							
4.02 Furniture and Equipment	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
Subtotal	\$25,000.00		\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
Grand Total	\$74,730.00	\$0.00	\$74,730.00	\$0.00	\$46,358.74	\$28,371.26	38.0

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

Appropriation Report for 400 Library Improvement Reserve F
Monon Town & Township Public Library

Report Date: From 12/1/22 To 12/31/22

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.04 Employee Benefits	\$8,947.00	\$0.00	\$8,947.00	\$593.88	\$8,947.00	\$0.00	0.0
Subtotal	\$8,947.00		\$8,947.00	\$593.88	\$8,947.00	\$0.00	0.0
3. Other Services and Charge							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$318.00	\$3,919.00	\$21,081.00	84.3
Subtotal	\$25,000.00		\$25,000.00	\$318.00	\$3,919.00	\$21,081.00	84.3
4. Capital Outlays							
4.02 Furniture and Equipment	\$3,000.00	\$0.00	\$3,000.00	\$2,668.00	\$3,000.00	\$0.00	0.0
Subtotal	\$3,000.00		\$3,000.00	\$2,668.00	\$3,000.00	\$0.00	0.0
Grand Total	\$36,947.00	\$0.00	\$36,947.00	\$3,579.88	\$15,866.00	\$21,081.00	57.1

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>
12/31/22	100 Operating	1.01 Salary of Librarian	(\$1,411.28)	
12/31/22	100 Operating	1.01 Salary of Librarian	(\$1,427.56)	
12/31/22	100 Operating	1.02 Salary of Assistants	\$1,427.56	
12/31/22	100 Operating	1.03 Salary of Custodian	(\$3,605.94)	
12/31/22	100 Operating	1.04 Employee Benefits	\$3,605.94	
12/31/22	100 Operating	1.04 Employee Benefits	\$1,411.28	

Net Changes by Fund

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

Financial Report
Monon Town & Township Public Library

Report Dates = 12/1/22 to 12/31/22

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. General						
100 Operating	\$470,173.48	\$33,918.20	\$414,973.04	\$102,567.79	\$386,574.09	\$441,774.53
Subtotal	\$470,173.48	\$33,918.20	\$414,973.04	\$102,567.79	\$386,574.09	\$441,774.53
2. Special Revenue						
200 Memorial/Gift Fund	\$7,255.55	\$113.08	\$2,500.16	\$0.70	\$584.23	\$5,339.62
201 Rainy Day Fund	\$370,277.75	\$0.00	\$49,767.36	\$35.97	\$50,654.49	\$371,164.88
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	\$3,696.54	\$0.00	\$3,696.54	\$0.00
276 Annie Horton Advisory Grant Fund	\$1,029.99	\$0.00	\$696.25	\$0.00	\$1,000.00	\$1,333.74
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	\$0.00	\$11,373.34	\$0.00
280 LSTA Grant Fund	(\$1,790.00)	\$0.00	\$1,884.04	\$0.00	\$3,674.04	\$0.00
Subtotal	\$373,140.66	\$113.08	\$64,285.06	\$36.67	\$70,982.64	\$379,838.24
4. Capital Projects						
400 Library Improvement Reserve Fund	\$278,681.19	\$6,565.88	\$27,227.73	\$5,028.27	\$60,494.64	\$311,948.10
Subtotal	\$278,681.19	\$6,565.88	\$27,227.73	\$5,028.27	\$60,494.64	\$311,948.10
5. Clearing						
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	\$235.93	\$0.00	\$234.93	\$114.90
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$1,045.11	\$12,314.11	\$1,045.11	\$12,314.11	\$0.00
804 FICA	\$0.00	\$848.51	\$9,849.37	\$848.51	\$9,849.37	\$0.00
805 MEDICARE	\$0.00	\$198.44	\$2,303.48	\$198.44	\$2,303.48	\$0.00
806 STATE	\$0.00	\$479.33	\$5,415.87	\$479.33	\$5,415.87	\$0.00
807 COUNTY	\$0.00	\$295.87	\$3,315.57	\$295.87	\$3,315.57	\$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	\$29,161.47	\$0.00	\$29,161.47	\$0.00
Subtotal	\$115.90	\$2,867.26	\$62,595.80	\$2,867.26	\$62,594.80	\$114.90
Grand Total	\$1,122,111.23	\$43,464.42	\$569,081.63	\$110,499.99	\$580,646.17	\$1,133,675.77

Total all banks = \$1,133,675.77

Bank Balances

Date Printed: 1/4/23

Monon Town & Township Public Library

Report Dates = 12/1/22 to 12/31/22

<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	\$139,257.67	\$105,427.62	\$40,478.42	\$204,206.87
2 Alliance Bank 93548	\$267,153.66	\$297,033.04	\$44.10	\$0.00	\$297,077.14
3 Alliance Bank 93556	\$135,020.32	\$170,349.49	\$5,028.27	\$2,986.00	\$172,391.76
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,122,111.23	\$1,066,640.20	\$110,499.99	\$43,464.42	\$1,133,675.77

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

Monon Town & Township Public Library

Report Dates = 12/1/22 to 12/31/22

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		\$183.45	\$1,040.24
132	COPIES		\$81.50	\$947.37
150	LOF PROPERTY TAXES		\$78,442.03	\$202,261.93
152	LOCAL INCOME TAX (LIT)		\$11,504.00	\$148,553.00
153	LOF MISC RECEIPT			\$2,186.00
154	LOF LICENSE EXCISE		\$8,467.26	\$15,743.60
155	LOF FINANCIAL INSTITUTION TAX		\$197.66	\$456.82
156	LOF SAVINGS INTEREST			\$60.95
157	LOF INTEREST FROM CD		\$7.48	\$271.44
158	LOF CHECKING INTEREST		\$4.98	\$41.96
159	LOF CVET		\$686.00	\$1,373.00
401	EXAMINATION OF RECORDS			(\$3,465.00)
701	INTERFUND TRANSFER		\$2,986.00	\$14,770.35
923	RAINY DAY INTEREST		\$7.43	\$7.43
1000	VOID			\$0.00
			<u>\$102,567.79</u>	<u>\$386,574.09</u>

Receipt Summaries for :			200	Memorial/Gift Fund
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
302	MEMORIAL FUND RECEIPT			\$575.00
303	MEMORIAL GIFT FUND INTEREST		\$0.70	\$9.23
			<u>\$0.70</u>	<u>\$584.23</u>

Receipt Summaries for :			201	Rainy Day Fund
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
156	LOF SAVINGS INTEREST		\$28.49	\$28.49
157	LOF INTEREST FROM CD			\$7.56
701	INTERFUND TRANSFER			\$50,000.00
923	RAINY DAY INTEREST			\$359.68
924	RAINY DAY INTEREST FROM CD		\$7.48	\$258.76
			<u>\$35.97</u>	<u>\$50,654.49</u>

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

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
			\$3,696.54

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

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

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

Receipt Summaries for :		400	Library Improvement Reserve F
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
405	LIRF SAVINGS INTEREST	\$20.79	\$270.86
406	LIRF INTEREST FROM CD	\$7.48	\$223.78
701	INTERFUND TRANSFER	\$5,000.00	\$60,000.00
		\$5,028.27	\$60,494.64

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

Receipt Summaries for :		803	FEDERAL
<i>Account</i>		<i>This Month</i>	<i>YTD</i>

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

Printed On Wednesday, January 4, 2023

400	Payroll Withholdings	\$1,045.11	\$12,314.11
		<u>\$1,045.11</u>	<u>\$12,314.11</u>

Receipt Summaries for : 804 FICA

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$848.51	\$9,849.37
	<u>\$848.51</u>	<u>\$9,849.37</u>

Receipt Summaries for : 805 MEDICARE

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$198.44	\$2,303.48
	<u>\$198.44</u>	<u>\$2,303.48</u>

Receipt Summaries for : 806 STATE

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$479.33	\$5,415.87
	<u>\$479.33</u>	<u>\$5,415.87</u>

Receipt Summaries for : 807 COUNTY

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$295.87	\$3,315.57
	<u>\$295.87</u>	<u>\$3,315.57</u>

Receipt Summaries for : 809 Other

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
1000 VOID	\$0.00	\$0.00
	<u>\$0.00</u>	<u>\$0.00</u>

Receipt Summaries for : 810 Transfer Fund

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
701 INTERFUND TRANSFER		\$9,110.12
702 INTERBANK TRANSFER		\$20,051.35
		<u>\$29,161.47</u>

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

Printed On Wednesday, January 4, 2023

Librarian's Report – January 9, 2023

We're still waiting on the shed, but it should be here any day at this point.

Austin has reached out to a few area electric companies to again gather information about converting to LED lights. We had one look at it last year, and never heard back. We also need someone to regularly fix burnt out lights and ballasts in the library.

At least for now, we ended the ESL classes at the end of 2022. While it's been regularly attended by a couple of patrons, the prep work for it for Marissa has been a lot. To offer this again in the near future, we may want to consider paying someone to come in and lead it. Austin was thinking something like \$50/class or \$100/month for twice/month. Our renewal for Pronunciator is also coming up, and Austin plans to renew so we still offer something for this at least.

You will see quote information for fixing the automatic doors at the library later on the agenda. Although expensive, Austin is recommending that we move forward with this and pay this out of LIRF for repairs and maintenance.

Austin is exploring the idea of a time clock again for staff. We talked about this about two years ago, but we really need something that tracks time better for employees. The timesheets we have now are an improvement over what we used to do, but still not adequate. The AVC one that integrates with our bookkeeping software is about \$900/year which we passed on before. Barbara and I have been looking at some other options. The free options don't seem to be what we need, so we're also considering physical time clocks that we can buy from Amazon or similar.

We renewed the service for our 15 hotspots another year - \$1800 (will be paid on the next credit card bill).

Barbara's programming will begin again on January 19.

Collection Area	December 2022 Circulation	December 2021 Circulation	December 2020 Circulation
Adult Fiction	287	166	189
Adult Non-Fiction	26	32	14
Adult/Juvenile DVDs/Videos	154	128	158
Adult/Juvenile Audiobooks	6	0	8
Magazines	35	47	44
Juvenile Fiction	82	51	35
Juvenile Non-Fiction	17	6	7
Young Adult/Teen	10	6	14
Video Games	7	4	0
Hoopla	43	41	6
Overdrive (ebooks/e-audio)	254	149	238
Hotspots	15	5	0
Library of Things	1	0	0
Total Circulation (# of checkouts)	937	635	713

MONON TOWN AND TOWNSHIP PUBLIC LIBRARY BOARD

BYLAWS

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

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

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

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

Three appointments by the School Board

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Call to order

Approval of minutes

Financial report

Correspondence

Report of committees

Unfinished business

New business

Adjournment

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

Accepted 12/4/1990

Reviewed 3/1/2004

Revised 3/7/2011

Revised 3/4/2013

Reviewed 7/11/2016

Revised 1/14/2019

Reapproved 1/10/2022

Reapproved 1/9/2023

AYE

NAY

ATTEST:

Secretary



209 North 5th Street 8227 Northwest Blvd, #270
 Lafayette, IN. 47901 Indianapolis, IN. 46278
 Phone: 765-423-2610 Phone: 317-228-9470
 Fax.....: 765-423-2622 Fax.....: 317-228-9479

The Genuine. The Original.



SALES QUOTE

Sales Quote Number: 13230
 Sales Quote Date: 12/28/22
 Page: 1

Sell To: MONON PUBLIC LIBRARY
 PO BOX 305
 MONON, IN 47959-0305

Ship To: MONON PUBLIC LIBRARY
 PO BOX 305
 MONON, IN 47959-0305

Ship Via

Customer ID MONONP

Terms NET 30 DAYS

SalesPerson SEAN P. AYERS

Item No.	Description	Unit	Quantity	Unit Price	Total Price
NSAO	4642 REGARM ALUM AUTO OPERATOR	EA	2	4,863.00	9,726.00
WK00200	4.5X4.5 ADA LOGO & PUSH ACTUATOR S-4X4-3-US32D	EA	4	82.00	328.00
WK00100	MOUNTING BOX FOR 4X4 LOGO/PUSH M-4X4-SURF	EA	4	58.00	232.00
WK00400	SWITCH TRANSMITTER 433 FREQ 1 SWTRAN433	EA	4	79.00	316.00
WK00500	RECEIVER 433 FREQ 1 CHANNEL REC1CHANNEL433	EA	2	89.00	178.00
NSMULLABOR	MULHAUPT'S MKL SERVICE LABOR	LOT	1	1,320.00	1,320.00

110VAC TO DOOR HEADER BY OTHER

Amount Subject to Sales Tax	0.00	Amount Exempt from Sales Tax	12,100.00	Subtotal:	12,100.00
				Invoice Discount:	0.00
				Total Sales Tax:	0.00
				Total:	12,100.00

**Monon Town and Township Public Library Board of Trustees Board of Finance Meeting
Monday, January 9, 2023 immediately following the regular board meeting at 4PM**

1. Call to Order
2. Review of 2022 finances and investments
3. Resolution to transfer excess Operating funds to Rainy Day and LIRF funds
4. Approval to close out the 2022 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 2022; 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 \$80,000 from the Operating Fund with \$40,000 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 9th day of January, 2023, at which meeting a quorum was present.

AYE

NAY

ATTEST:

Secretary