Monon Town and Township Public Library Board of Trustees Meeting Agenda // March 14, 2022, 4PM EST

- 1. Call to Order
- 2. Approval of February 14 Board Meeting Minutes
- 3. Claims/Payroll for February 2022/Treasurer's Report
- 4. Librarian's Report
- 5. Personnel Report Setting rate of pay for new custodian.
- 6. Old Business
 - a. None
- 7. New Business
 - a. 2021 Annual Financial Report

8. Adjournment

The next meeting is Monday, April 11, 2022 at 4PM.

Monon Town and Township Public Library Board of Trustees Meeting Monday, February 14, 2022, 4PM

Present: Austin Stroud, Michele Buswell, Clark Raver, Glenda Simmons, Jennifer Annis **Absent:** Rosemary Cooley, Julie Hart, Desi Kyle

Call to Order: Called to order by Clark Raver at 4:05PM. The board wanted to make sure everyone knew we could offer attending by Zoom as an option for those that cannot make it. At least half the board must attend in person (four), and anyone attending via Zoom or similar online conferencing software must be able to be seen and heard by all of those in attendance. They can still vote and participate as long as over half the board is in person.

Minutes - Michele Buswell made a motion to approve both sets of the January 10 meeting minutes and Glenda Simmons seconded. All were in favor, and the motion passed.

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

Librarian's report -- The audit has finally finished up. We had to make some minor corrections to 2016, 2017, 2018, and 2020 annual financial reports but nothing major. There were issues with how CDs and transfers were reflected for the most part. They also will include in their report about us previously not having a capital assets policy, but we now have one (approved in November and revised at the January meeting). Our exit conference is Thursday at 4.

We need to set an official rate of pay for snow shoveling around the library for when we aren't able to do it ourselves. Austin is proposing \$20 or \$25/day since they don't have to shovel our back parking lot or any of the steps. Jennifer Annis made a motion to approve \$20/day and Glenda Simmons seconded. All present were in favor, and the motion passed.

We're still working on the 2021 Annual Financial Report. Austin will have that to share at the March meeting. The State Library Annual Report is finished for 2021, so you will see that in this packet. Clark will need to sign off on it for Austin to send back to the state. A note: we reported all of our public programs as general/for all ages since we had a mix of kids and adults attend, but these were mainly targeted as children's programs. That's why you will see no programs listed under some of the age groups.

We still haven't seen the front entrance work completed with the sealing off of the old book drop. They're still waiting for nicer weather they say, but we've had a few days where it's been around 40 degrees lately. We haven't and won't pay them until the work is complete. An update on this right before the meeting: Harry Mohler said they will be back to finish the work on Wednesday and he asked us to go ahead and pay 90% for the work completed so far. The board agreed to do so if the work is completed.

We received \$500 from REMC to start offering more non-traditional things for check out at the library. Austin reported that we have received several things that have been ordered, including: a scanner, a power/charging bank, external hard drive, DVD player, seeds, flash drives, a backpack for an adventure pack, an air compressor, tools, yard work equipment, and more. Our insurance company would like us to have patrons sign a waiver, so Austin is editing one that was reviewed by a lawyer at another library.

We would like to dispose of our last large spinning rack. We've incorporated all of the paperbacks onto the regular shelves. Austin could find no reference to the spinning racks on our lists of assets or its value, so a motion should suffice to declare this as surplus. It's highly unlikely it was worth enough to matter (\$5,000+). Afterwards, it will be available free for anyone that wants to take it. Jennifer Annis made a motion to declare the last large spinning rack as surplus, and Glenda Simmons seconded. All present were in favor and the motion passed.

Austin and Marissa have started work on a new website. We likely are going to pay for access to better quality templates and capabilities, which the current one Austin is looking at is about \$265/year.

We went live with Pronunciator this past week for language learning. It will just cost us \$495/year, and patrons can use it at home.

We plan to have a Noah's Ark Workshop this summer where kids can come and stuff a sea creature to take home with them. This will be similar to Build a Bear. We still might consider something else like having the zoo in Lafayette come, but that's to be determined. We also plan to have a presence at the Food Fest and giveaway books, and ride the book bike.

Personnel Report - None, but Austin is going to start interviewing for someone to work Fridays/Saturdays soon (we have a few resumes on hand already/no further ads are needed).

Old Business - None

New Business -

Austin asked that the contacts on who has access to account information at Alliance Bank and the Bank of Wolcott be updated. Currently, only Jennifer Annis and Clark Raver can contact the Bank of Wolcott and receive all account information about things like CD interest rates. It is requested that Austin Stroud (Current Director) and Barbara Rayburn (Bookkeeper) both have the same access to account information. At Alliance Bank, Austin Stroud and Barbara Rayburn should be added to have access to all account information. This will be in addition to board members Clark Raver, Michele Buswell, and Jennifer Annis. If Jo Minnick (Retired Director) is listed with access to Bank of Wolcott and Alliance Bank, she should be removed. Jennifer Annis made a motion to give Austin Stroud and Barbara Rayburn full account access to all accounts with the Bank of Wolcott as well as Alliance Bank while maintaining the other current account contacts and removing Jo Minnick, and Michele Buswell seconded. All present were in favor, and the motion passed.

Austin shared the 2021 State Library Annual Report. This is the first annual report completed, and due March 1. The board approved this by the board president, Clark Raver, signing the signature page. Austin will share the 2021 Annual Financial Report at the March meeting.

Clark Raver would like to thank Jennifer Annis and Julie Hart's contributions toward the refreshments for Glenda Simmons' last board meeting and for Glenda's many years of service on the board.

Glenda Simmons made a motion to adjourn the meeting at 4:55PM and Michele Buswell seconded. All present were in favor, and the motion passed.

The next meeting: Monday, March 14, at 4PM.

Clark Raver, President

Michele Buswell, Acting Secretary

	Explanation	PAYROLL	PERF Deposit	Service charge	PERF Deposit	PAYROLL	Federal Tax Deposit	State and County Tax Deposit
	Date	2/15/22 F	2/15/22 F	2/28/22	2/28/22	2/28/22	2/28/22	2/28/22
2128122	Amount	\$1,931.25 \$4,125.52 \$90.00 \$6,146.77	\$778.94 \$0.00 \$778.94	\$11.92 \$11.92	\$750.38 \$0.00 \$750.38	\$1,931.25 \$3,924.43 \$60.00 \$5,915.68	\$747.87 \$174.91 \$950.89 \$747.87 \$174.91 \$2,796.45	\$406.17 \$248.99 \$655.16
e: From 211122 To 2128122	Account	Salary of Librarian Salary of Assistants Salary of Custodian Total this claim	Employee Benefits Payroll Withholding Total this claim	Other Services and Charges Total this claim	Employee Benefits Payroll Witthholding Total this claim	Salary of Librarian Salary of Assistants Salary of Custodian Total this claim	Employee Benefits Employee Benefits Payroll Withholding Payroll Withholding Payroll Withholding Total this claim	Payroll Withholding Payroll Withholding Total this claim
Report Date: From	Fund	Operating Operating Operating	Operating PERF	Operating	Operating PERF	Operating Operating Operating	Operating Operating FEDERAL FICA MEDICARE	STATE COUNTY
	Claim Number Name of Claimant	46 Payroll	45 PERF	61 Alliance Bank	55 PERF	56 Payroll	58 Internal Revenue Service	57 Indiana Dept. of Revenue
	Warrant Number 1	o	o	o	o	o	0	o

Register Of Claims

Monon Town & Township Public Library

Printed on Tuesday, March 1, 2022

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Explanation			ARPA Grant	Copier Lease								2022-2023
Date	2/15/22	2/15/22	2/15/22	2/15/22	2/15/22	2/15/22	2/15/22	2/15/22	2/15/22	2/15/22	2115/22	2/15/22
Amount	\$2,699.31 \$2,699.31	\$57.00 \$57.00	\$94.05 \$94.05	\$95.00 \$95.00	\$91.17 \$91.17	\$165.67 \$165.67	\$45.73 \$45.73	\$36.00	tati \$172.58 \$172.58	\$83.52 \$83.52	\$1,586.88 \$1,586.88	\$495.00 \$495.00
Account	Employee Benefits Total this claim	Other Services and Charges Total this claim	Furniture and Equipment Total this claim	Other Services and Charges Total this claim	Books Total this claim	Library Supplies Total this claim	Nonprint Materials Total this claim	Dues, Interest, Taxes Total this claim	Communication and Transportati Total this claim	Utility Services Total this claim	Utility Services Total this claim	Other Services and Charges Total this claim
Fund	Operating	Operating	ARPA Grant Fund	Operating	Operating	Operating	Operating	Operating	Operating	Operating	Operating	Operating
Claim Number Name of Claimant	Anthem Blue Cross Blue Shield	ARAB TERMITE & PEST CONT	Brodart Co.	Cardinal Office Products	CENGAGE Learning/ Gale	Demco	Midwest Tape	Monon Chamber of Commerce	Monon Telephone Co.	Monon Utilities	NIPSCO	pronunciator
Claim Number	32	ĸ	8 8	35	36	37	33	39	40	4	42	43
Warrant Number	23266	23267	23268	23269	23270	23271	23272	23273	23274	23275	23276	23277

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ion	454 00 01	ect 20059							Refunded \$47.75 late charges
Explanation	#WCV 6216454 00 01	90% of project 20059							Refunded 3
Date	2/15/22	2/15/22	2/28/22	2/28/22	2/28/22	2/28/22	2/28/22	2/28/22	2/28/22
Amount	\$20.00 \$20.00	\$22,257.00 \$22,257.00	\$1,322.65 \$1,322.65	\$101.28 \$101.28	\$124.01 \$124.01	\$44.98 \$44.98	\$123.77 \$400.18 \$168.38 \$200.96 \$285.67 \$510.99 \$10.925 \$10.925 \$10.925	\$58.00 \$58.00	\$28.97 \$278.27 \$145.85 (\$47.75) \$69.24 \$474.58
Account	Library Insurance Total this claim	Library Improvement Re 2021 Encumbered Funds Total this claim	Books Total this claim	Books Total this claim	Furniture and Equipment Total this claim	Nonprint Materials Total this claim	Cleaning and Sanitation Supplie Library Supplies Books Furniture and Equipment Memorial Gift Fund Other Total this claim	Communication and Transportati Total this claim	Periodicals and Newspapers Dues, Interest, Taxes Nonprint Materials Other Services and Charges Gift Fund Total this claim
Fund	Operating	Library Improvement Re	Operating	Operating	Operating	Operating	Operating Operating Operating Memorial/Gift Fund Memorial/Gift Fund Annie Horton Advisory	Operating	Operating Operating Operating Operating Mernorial/Gift Fund
Claim Number Name of Claimant	Howe Insurance Agency	LMF Group LLC	Baker & Taylor	Center Point Large Print	Dye Lumber, Inc.	Midwest Tape	SYNCB/AMAZON	U. S. Postal Service	VISA
Claim Number	44	47	48	49	50	51	23	53	5
Warrant Number	23278	23279	23280	23281	23282	23283	23284	23285	23286

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							1		
Explanation		Front Brick work	ld I have audited same in		rning body is allowing)	pages, and except for vouchers not allowed as shown			
Date	2/28/22	2/28/22	d correct an	Fiscal Officer	iim the gove	ccept for vou			.98.
Amount	\$1.36 \$5.00 \$6.36	\$2,473.00 \$2,473.00	\$51,358.27 nereto, are true an	H	THERS of signing each cla	4 pages, and er		BOARD	Jublic Library on 1/
Account	Communication and Transportati Cleaning and Sanitation Supplie Total this claim	Library Improvement Re 2021 Encumbered Funds Total this claim	<i>Total Amount of Claims</i> \$51,358.27 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.	ł	ALLOWANCE OF VOUCHERS 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 on the Register such vouchers are allowed in the total amount of $$51,358.27$ Date this $1+t^h$ day of \mathcal{MSCM} , 20 2 a .		SIGNATURES OF GOVERNING BOARD	State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.
Fund	Operating Operating	Library Improver	he above listed vouc L.6.			rgoing accounts pay he total amount of larch			Approved by the State Board
Claim Number Name of Claimant	Petty Cash	LMF Group LLC	I hereby certify that each of the accordance with IC 5-11-10-1.6.	Tuesday, March I, 2022	(IC S-11-10-2 permits the governing body to	We have examined the vouchers listed on the forgoing : on the Register such vouchers are allowed in the total Date this 444 day of Max			Approve
Claim Number	29	09			(IC S	ave examined he Register su Date this <u>.</u>			
Warrant Number	23287	23288				We h on th	I		

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Bank Balances

	Report D	<i>Dates</i> = 2/1	1 22 to	2/28/22		
	Bank	Start of Year	Start of Month	Receipts this Month	Vouchers thisMonth	EOM Balance
1	Alliance Bank 008-092-6	\$259,937.25	\$144,018.86	\$14,302.56	\$51,358.27	\$106,963.15
2	Alliance Bank 93548	\$267,153.66	\$317,192.01	\$100.78	\$0.00	\$317,292.79
3	Alliance Bank 93556	\$135,020.32	\$187,722.64	\$73.27	\$0.00	\$187,795.91
4	Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
	Total all banks =	\$1,122,111.23	\$1,108,933.51	\$14,476.61	\$51,358.27	\$1,072,051.85

Monon Town & Township Public Library

Financial Report Monon Town & Township Public Library

			mononiii	in a ronnon		, ui y		
			Report Dates	=	2/1/22 to 2	/28/22		
	Fund		Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. G	eneral							
100	Operating		\$470,173.48	\$23,030.24	\$158,843.77	\$11,757.12	\$29,422.02	\$340,751.73
	:	Subtotal	\$470, 173.48	\$23,030,24	\$158,843.77	\$11,757.12	\$29,422.02	\$340,751.73
2. S	Special Revenue							
200	Memorial/Gift Fund		\$7,255.55	\$865.90	\$1,452.23	\$20.84	\$521,73	\$6,325.05
201	Rainy Day Fund		\$370,277.75	\$0.00	\$0.00	\$96.55	\$50,128.23	\$420,405.98
203	Levy Excess Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226	State Technology Fun Fund	d Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276	Annie Horton Advisory Fund	Grant	\$1,029.99	\$109.25	\$109.25	\$0.00	\$0.00	\$920.74
277	Indiana Humanities G	rant 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)	\$94.05	\$94.05	\$0.00	\$0.00	(\$5,726.68)
280	LSTA Grant Fund		(\$1,790.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,790.00)
		Subtotal	\$373,140.66	\$1,069.20	\$1,655.53	\$117.39	\$50,649.96	\$422,135.09
<i>4.</i> (Capital Projects							
400	Library Improvement F Fund	Reserve	\$278,681.19	\$24,730.00	\$24,730.00	\$73.27	\$55,094.94	\$309,046.13
		Subtotal	\$278,681.19	\$24,730.00	\$24,730.00	\$73.27	\$55,094.94	\$309,046.13
5. C	Iearing							
800	PLAC Fund		\$0.00	\$0.00	\$0.00	\$0.00	\$0,00	\$0.00
801	Evergreen Indiana Pa Through Fund	SS	\$115.90	\$0.00	\$0.00	\$0.00	\$3.00	\$118.90
802	Payroll fund		\$0.00	\$0.00	\$0.00	\$0,00	\$0.00	\$0.00
803	FEDERAL		\$0.00	\$950.89	\$1,947.40	\$950.89	\$1,947.40	\$0.00
804	FICA		\$0.00	\$747.87	\$1,540.69	\$747.87	\$1,540.69	\$0.00
805	MEDICARE		\$0.00	\$174.91	\$360.33	\$174.91	\$360.33	\$0.00
806	STATE		\$0.00	\$406.17	\$835.76	\$406.17	\$835.76	\$0.00
807	COUNTY		\$0.00	\$248.99	\$515.75	\$248.99	\$515.75	\$0.00
808	PERF		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
809	Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810	Transfer Fund		\$0.00	\$0.00	\$2,319.35	\$0.00	\$2,319.35	\$0.00
		Subtotal	\$115.90	\$2,528.83	\$7,519.28	\$2,528.83	\$7,522.28	\$118.90
Gra	nd Total		\$1,122,111.23	\$51,358.27	\$192,748.58	\$14,476.61	\$142,689.20	\$1,072,051.85

Total all banks = \$1,072,051.85

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

Printed On Tuesday, March 1, 2022

	ublic Library 2/28/22	Monon Town & Township P Report Dates = 2/1/22 to	
	Operating	Report Dates =2/1/22toReceipt Summaries for :100	F
YTD	This Month		Acco
\$2,325.00		LIBERTY TOWNSHIP CARDS	110
\$143.28	\$63.78	FINES AND FEES	130
\$167.42	\$118.46	COPIES	132
\$23,008.00	\$11,504.00	LOCAL INCOME TAX (LIT)	152
\$9.17	\$3.39	LOF SAVINGS INTEREST	156
\$69.40	\$64.28	LOF INTEREST FROM CD	157
\$3.21	\$3.21	LOF CHECKING INTEREST	158
\$3,696.54		STATE TECH FUND GRANT FUND	823
\$29,422.02	\$11,757.12	••••••••••••••••••••••••••••••••••••••	
Fund	Memorial/Gift	Receipt Summaries for : 200	F
YTD	This Month	unt	Acco
\$520.00	\$20.00	MEMORIAL FUND RECEIPT	302
\$1.73	\$0.84	MEMORIAL GIFT FUND INTEREST	303
\$521.73	\$20.84		
	\$20.84 Rainy Day Fur	Receipt Summaries for : 201	
nd <i>YTD</i>	Rainy Day Fur	ount	Acco
nd	Rainy Day Fur This Month	INTERFUND TRANSFER	<i>Acco</i> 701
nd <i>YTD</i> \$50,000.00	Rainy Day Fur	ount	<i>Acco</i> 701 923
nd <i>YTD</i> \$50,000.00 \$63.95	Rainy Day Fur This Month \$32.27	INTERFUND TRANSFER RAINY DAY INTEREST	<i>Acco</i> 701 923
nd <i>YTD</i> \$50,000.00 \$63.95 \$64.28	Rainy Day Fur This Month \$32.27 \$64.28 \$96.55	INTERFUND TRANSFER RAINY DAY INTEREST	<i>Acco</i> 701 923 924
nd <i>YTD</i> \$50,000.00 \$63.95 \$64.28 \$50,128.23	Rainy Day Fur This Month \$32.27 \$64.28 \$96.55	INTERFUND TRANSFER RAINY DAY INTEREST RAINY DAY INTEREST FROM CD	<i>Acco</i> 701 923 924
nd <i>YTD</i> \$50,000.00 \$63.95 \$64.28 \$50,128.23 evement Reserve	Rainy Day Fun This Month \$32.27 \$64.28 \$96.55 Library Impro	INTERFUND TRANSFER RAINY DAY INTEREST RAINY DAY INTEREST FROM CD	<i>Acco</i> 701 923 924 <i>Acco</i>
nd <i>YTD</i> \$50,000.00 \$63.95 \$64.28 \$50,128.23 ovement Reserve <i>YTD</i>	Rainy Day Fun This Month \$32.27 \$64.28 \$96.55 Library Improv This Month \$21.60	INTERFUND TRANSFER RAINY DAY INTEREST RAINY DAY INTEREST FROM CD Receipt Summaries for : 400 Junt LIRF SAVINGS INTEREST	<i>Acco</i> 701 923 924 <i>Acco</i> 405
nd <i>YTD</i> \$50,000.00 \$63.95 \$64.28 \$50,128.23 Evement Reserve <i>YTD</i> \$43.27	Rainy Day Fun This Month \$32.27 \$64.28 \$96.55 Library Impro This Month	INTERFUND TRANSFER RAINY DAY INTEREST RAINY DAY INTEREST FROM CD Receipt Summaries for : 400	<i>Acco</i> 701 923 924 <i>Acco</i> 405 406
nd <i>YTD</i> \$50,000.00 \$63.95 \$64.28 \$50,128.23 ovement Reserve <i>YTD</i> \$43.27 \$51.67	Rainy Day Fun This Month \$32.27 \$64.28 \$96.55 Library Improv This Month \$21.60	INTERFUND TRANSFER RAINY DAY INTEREST RAINY DAY INTEREST FROM CD Receipt Summaries for : 400 Junt LIRF SAVINGS INTEREST LIRF INTEREST FROM CD	<i>Acco</i> 701 923 924 <i>Acco</i> 405 406
nd <i>YTD</i> \$50,000.00 \$63.95 \$64.28 \$50,128.23 ovement Reserve <i>YTD</i> \$43.27 \$51.67 \$55,000.00	Rainy Day Fun This Month \$32.27 \$64.28 \$96.55 Library Improv This Month \$21.60 \$51.67 \$73.27	INTERFUND TRANSFER RAINY DAY INTEREST RAINY DAY INTEREST FROM CD Receipt Summaries for : 400 Junt LIRF SAVINGS INTEREST LIRF INTEREST FROM CD	<i>Acco</i> 701 923 924 <i>Acco</i> 405 406 701

			\$3.00
Receipt Summaries for :	803	FEDERAL	
Account		This Month	YTD
400 Payroll Withholdings		\$950.89	\$1,947.40
-		\$950.89	\$1,947.40
Receipt Summaries for :	804	FICA	
Account		This Month	YTD
400 Payroll Withholdings		\$747.87	\$1,540.69
		\$747.87	\$1,540.69
Receipt Summaries for :	805	MEDICARE	
Account		This Month	YTD
400 Payroll Withholdings		\$174.91	\$360.33
		\$174.91	\$360.33
Receipt Summaries for :	806	STATE	
Account		This Month	YTD
400 Payroll Withholdings		\$406.17	\$835.76
		\$406.17	\$835.76
Receipt Summaries for :	807	COUNTY	
Account		This Month	YTD
400 Payroll Withholdings		\$248.99	\$515.75
		\$248.99	\$515.75
Receipt Summaries for :	809	Other	
Account		This Month	YTD
1000 VOID		\$0.00	\$0.00
		\$0.00	\$0.00

I	Receipt Summaries for :	810	Transfer Fund	
Acco	ount		This Month	YTD
702	INTERBANK TRANSFER			\$2,319.35
				\$2,319.35

we set the set of the	Appropriation	Report for	100 Operating	erating	n an	And the second	
₹ ₹	Monon	Monon Town & Township Public Library	hip Public Libr	ary			
	Report Date: From	te: From	211122 To	2/28/22			1
Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services						1	
1.01 Salary of Librarian	\$50,000.00	\$0.00	\$50,000.00	\$3,862.50	\$7,725.00	\$42,275.00	84.6
1.02 Salary of Assistants	\$110,000.00	\$0.00	\$110,000.00	\$8,049.95	\$16,854.73	\$93,145.27	84.7
1.03 Salary of Custodian	\$7,500.00	\$0.00	\$7,500.00	\$150.00	\$270.00	\$7,230.00	96.4
1.04 Employee Benefits	\$50,000.00	\$0.00	\$50,000.00	\$5,151.41	\$10,412.26	\$39,587.74	79.2
Subtotal	\$217,500.00		\$217,500.00	\$17,213.86	\$35,261.99	\$182,238.01	83.8
2. Supplies							
2.02 Cleaning and Sanitation Supplies	\$2,500.00	\$0.00	\$2,500.00	\$128.77	\$209.42	\$2,290.58	91.6
2.04 Library Supplies	\$6,000.00	\$0.00	\$6,000.00	\$565.85	\$1,044.11	\$4,955.89	82.6
Subtotal	\$8,500.00		\$8,500.00	\$694.62	\$1,253.53	\$7,246.47	85.3
3. Other Services and Charge							
3.01 Professional Services	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$641.76	\$858.24	57.2
3.02 Communication and Transportation	\$12,300.00	\$0.00	\$12,300.00	\$231.94	\$399.71	\$11,900.29	96.8
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	\$20.00	\$170.00	\$8,230.00	98.0
3.05 Utility Services	\$21,000.00	\$0.00	\$21,000.00	\$1,670.40	\$3,216.17	\$17,783.83	84.7
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$2,820.28	\$17,179.72	85.9
3.07 Rentals	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.08 Dues, Interest, Taxes	\$1,000.00	\$0.00	\$1,000.00	\$314.27	\$314.27	\$685.73	68.6
3.09 Other Services and Charges	\$14,000.00	\$0.00	\$14,000.00	\$611.17	\$4,613.86	\$9,386.14	67.0
3.1 Transfer to Library Improvement Reserve	\$5,000.00	20.02	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.11 E Book Services & Hoopla	\$6,700.00	\$0.00	\$6,700.00	\$0.00	\$0.00	\$6,700.00	100.0

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Account # Description		Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.2 2021 Encumbered Funds		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	junn#
Su	Subtotal	\$90,900.00		\$90,900.00	\$2,847.78	\$12,176.05	\$78,723.95	86.6
4. Capital Outlays								
4.02 Furniture and Equipment		\$15,000.00	\$0.00	\$15,000.00	\$324.97	\$324.97	\$14,675.03	97.8
4.03 Books		\$23,000.00	\$0.00	\$23,000.00	\$1,683.48	\$2,627.39	\$20,372.61	88.6
4.04 Periodicals and Newspapers		\$3,500.00	\$0.00	\$3,500.00	\$28.97	\$1,189.79	\$2,310.21	66.0
4.05 Nonprint Materials		\$8,500.00	\$0.00	\$8,500.00	\$236.56	\$1,010.05	\$7,489.95	88.1
Su	Subtotal	\$50,000.00		\$50,000.00	\$2,273.98	\$5,152.20	\$44,847.80	89.7
Grand Total		\$366,900.00	\$0.00	\$366,900.00	\$23,030.24	\$53,843.77	\$313,056.23	85.3

Printed on Tuesday, March 1, 2022

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Appropriation Report for 201	Ap	Appropriation Report for	Report for	i Luliun	201 Rainy Day Fund	pt		
		Monon	Town & Towns	Town & Township Public Library	ary			
		Report Date: From	te: From	211122 To 2128122	2128122			
Account # Description		Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements Disbursements This Month YTD	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	\$0.00	\$25,000.00	100.0
3.2 2021 Encumbered Funds		\$24,730.00	\$0.00	\$24,730.00	\$0.00	\$0.00	\$24,730.00	100.0
	Subtotal	\$49,730.00		\$49,730.00	\$0.00	\$0.00	\$49,730.00	100.0
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	Total	\$74,730.00	\$0.00	\$74,730.00	\$0.00	\$0.00	\$74,730.00	100.0

Printed on Tuesday, March 1, 2022

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Appropriation	App	Appropriation	Report for	400 Lib	rary Improv	400 Library Improvement Reserve	Ne F	
		Monon	Town & Towns.	Town & Township Public Library	ary			
		Report Date: From	te: From	211122 To 2128122	2128122			
Account # Description		Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services								
1.04 Employee Benefits		\$8,947.00	\$0.00	\$8,947.00	\$0.00	\$0.00 \$	\$8,947.00	100.0
	Subtotal	\$8,947.00		\$8,947.00	\$0.00	\$0.00	\$8,947.00	100.0
3. Other Services and Charge								
3.06 Repairs and Maintenance		\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
3.2 2021 Encumbered Funds		\$24,730.00	\$0.00	\$24,730.00	\$24,730.00	\$24,730.00	\$0.00	0.0
	Subtotal	\$49,730.00		\$49,730.00	\$24,730.00	\$24,730.00	\$25,000.00	50.3
4. Capital Outlays								
4.02 Furniture and Equipment		\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
	Subtotal	\$3,000.00		\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
Grand Total	otal	\$61,677.00	\$0.00	\$61,677.00	\$24,730.00	\$24,730.00	\$36,947.00	59.9

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

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Librarian's Report – March 14, 2022

The annual financial report is done, so we're now done with all of the 2021 reports as well as the five year audit (2016-2020). The annual financial report is included in this packet of information.

The front entrance brick work was finally completed, so the old book drop on the building is covered up. We still have some work to do with the concrete on that front entrance.

Austin submitted a letter of proposal for an Indiana Historical Society Heritage Support Grant. He submitted this on behalf of the Monon Civic Preservation Society since you must be a 501c3 to apply. He asked for over \$17,000 that would microfilm about 40 years of newspapers, allow us to purchase a microfilm reader, and view it on a computer at the library. The full grant application is due on April 28 if we are invited to move forward with the process. Austin also submitted a \$3000 grant, due on March 11, through the Community Foundation of White County. This will allow the library to bound into books our 2004-2021 Monon News and Review newspapers that are sitting in boxes. As part of this, Austin is asking the library to approve spending up to \$1000 out of our Library Improvement Reserve Fund (LIRF). This would make the grant worth about \$2000, and the library would pay \$1000 for the \$3000 total. Having the library contributing toward the project allows us to not ask for as much money, and in turn we're more likely to receive support from the community foundation.

We're still working on getting our library of things up and going (a lot of prep work to be ready for patrons to check out). Barbara and Peggy do have everything setup for the seed library, and we will have some programs to kick this off in April.

We're starting ESL classes at the library in April. Initially, this will be the 1st and 3rd Wednesday of the month but this may become more frequent depending on the interest.

The new website went live on March 1. The website was down the night before, but otherwise the launch went well. The new and larger Indiana Overdrive consortium also went live on March 1, but it is taking a while for everything to fully transfer over.

From Barbara:

There is an exciting new outreach program for our children's area! Barbara will be visiting classrooms to read stories which will help the children with their AR testing and comprehension skills. Hopefully this will continue to build a connection for the students and teachers with our public library. Five teachers were interested in the program, from Pre-Kindergarten through 5th grade. Barbara will be bringing the story time to them once or twice a week. This bridge with the youth will bring more children to our 2022 Summer Reading program and fill a need within the classrooms.

Collection Area	February 2022 Circulation	February 2021 Circulation	February 2020 Circulation
Adult Fiction	197	169	217
Adult Non-Fiction	46	41	80
Adult/Juvenile DVDs/Videos	154	119	132
Adult/Juvenile Audiobooks	6	5	4
Magazines	22	33	48
Juvenile Fiction	80	48	117
Juvenile Non-Fiction	2	4	10
Young Adult/Teen	15	15	20
Video Games	0	1	0
Hoopla	25	26	0
Overdrive (ebooks/e-audio)	146	275	229
Hotspots	11	0	0
Total Circulation (# of checkouts)	704	736	857

Annual Financial Report

Gateway for government units

Indiana State Board of Accounts

2021

MONON PUBLIC LIBRARY

White County

Submitted on 2/17/2022 3:44:00 PM

Per <u>IC 5-11-1-4</u> every municipality and local government is required to provide electronically and in a manner prescribed by the state examiner, financial reports for the fiscal year not later than sixty days after the close of the fiscal year.

Completion and submission of the Gateway *Annual Financial Report* (AFR) will fulfill this requirement. This document comprises all of the report outputs generated by Gateway, based on the information entered by the government unit and submitted by the government official as stipulated in state law.

Monon Public Library, White County, Indiana Annual Financial Report - 2021 Cash & Investments Combined Statement

	Local Fund Number	Local Fund Name	Beg Cash & Inv Bal Jan 1, 2021	Receipts	Disbursement	End Cash & Inv Bal Dec 31, 2021
Governmental Activities	100	Operating (General)	\$475,189.55	\$394,281.01	\$372,937.09	\$496,533.47
	200	Payroll	\$0.00	\$29,191.78	\$29,191.78	\$0.00
	276	Annie Horton Advised Fund	\$750.00	\$1,000.00	\$720.01	\$1,029.99
	278	CARES Grant Fund	\$0.00	\$3,400.00	\$1,400.00	\$2,000.00
	279	ARPA Grant Fund	\$0.00	\$0.00	\$5,632.63	-\$5,632.63
	280	LSTA Grant Fund	\$0.00	\$0.00	\$1,790.00	-\$1,790.00
	300	Gift	\$6,719.90	\$2,174.86	\$1,639.21	\$7,255.55
	400	Library Improvement Reserve	\$269,375.69	\$50,755.02	\$41,382.52	\$278,748.19
	820	State Technology Fund Grant Fund	\$1,702.78	\$0.00	\$1,702.78	\$0.00
	920	Rainy Day	\$319,358.15	\$50,919.60	\$0.00	\$370,277.75
	960	Evergreen Indiana Pass Thru Fund	\$83.40	\$115.40	\$82.90	\$115.90
	970	Petty Cash	\$30.00	\$0.00	\$0.00	\$30.00
	980	Cash Change	\$20.00	\$0.00	\$0.00	\$20.00
		GRAND TOTAL	\$1,073,229.47	\$531,837.67	\$456,478.92	\$1,148,588.22

Monon Public Library, White County, Indiana Detailed Receipts - 2021

\$195,894.45	General Property Taxes	Operating (General)	Governmental Activities
\$404.26	Financial Institution Tax distribution		
\$14,239.23	Vehicle/Aircraft Excise Tax Distribution		
\$1,328.00	Commercial Vehicle Excise Tax Distribution (CVET)		
\$135,072.00	Local Income Tax (LIT) Certified Shares		
\$346,937.94		Total Taxes and Intergovernme	
\$1,865.21	Document and Copy Fees		
\$1,596.85	Federal, State, and Local Reimbursement for Services		
\$3,462.06		Total Charges for Services	
\$505.49	Other Fines and Forfeitures/156-158 - Earnings on Investments and Deposits		
\$505.49		Total Fines, Forfeitures, and Fe	
\$793.00	Refunds and Reimbursements		
\$41,382.52	Transfers In - Transferred from Another Fund		
\$1,200.00	Other Receipts/110 - Liberty Township Cards		
\$43,375.52		Total Other Receipts	
\$394,281.01		Total Operating (General)	
\$29,191.78	Payroll Fund and Clearing Account Receipts	Payroll	
\$29,191.78		Total Other Receipts	
\$29,191.78		Total Payroll	
\$1,000.00	Donations, Gifts, and Bequests	Annie Horton Advised Fund	
\$1,000.00		Total Other Receipts	
\$1,000.00		Total Annie Horton Advised Fund	
\$3,400.00	Other Receipts/153 - LOF Misc Receipt	CARES Grant Fund	
\$3,400.00		Total Other Receipts	
\$3,400.00		Total CARES Grant Fund	
\$11.91	Earnings on Investments and Deposits	Gift	
\$2,162.95	Donations, Gifts, and Bequests		
\$2,174.86		Total Other Receipts	
\$2,174.86		Total Gift	

Governmental Activities	Library Improvement Reserve	Earnings on Investments and Deposits	\$755.02
		Transfers In - Transferred from Another Fund	\$50,000.00
	Total Other Receipts		\$50,755.02
	Total Library Improvement Reserve		\$50,755.02
	Rainy Day	Earnings on Investments and Deposits	\$919.60
		Transfers In - Transferred from Another Fund	\$50,000.00
	Total Other Receipts		\$50,919.60
	Total Rainy Day		\$50,919.60
	Evergreen Indiana Pass Thru Fund	Other Receipts/961 - Evergreen Indiana Pass Thru Fund	\$115.40
	Total Other Receipts		\$115.40
	Total Evergreen Indiana Pass Thru Fund		\$115.40
Total Governmental Activities			\$531,837.67

Monon Public Library, White County, Indiana Disbursements by Fund - 2021

Governmental Activities	Operating (General)	Salaries and Wages	\$147,230.00
		Employee Benefits	\$20,352.56
		Total Personal Services	\$167,582.56
		Office Supplies	\$1,977.14
		Operating Supplies	\$4,835.85
		Total Supplies	\$6,812.99
		Professional Services	\$374.95
		Communication and Transportation	\$3,793.59
		Insurance	\$4,784.00
		Utility Services	\$17,809.78
		Repairs and Maintenance	\$18,578.29
		Rentals	\$15.00
		Other Services and Charges	\$10,316.34
		Total Services and Charges	\$55,671.95
		Machinery, Equipment, and Vehicles	\$8,017.10
		Books and Other Media	\$34,852.49
		Total Capital Outlays	\$42,869.59
		Transfer Out - Transferred To Another Fund	\$100,000.00
		Total Other Disbursements	\$100,000.00
	Total Operating (Ger	neral)	\$372,937.09
	Payroll	Payment of Taxes and Other Payroll Withholdings	\$29,191.78
		Total Other Disbursements	\$29,191.78
	Total Payroll		\$29,191.78

Governmental Activities	Annie Horton Advised Fund	Other Supplies	\$720.01
		Total Supplies	\$720.01
	Total Annie Horton Adv	vised Fund	\$720.01
	CARES Grant Fund	Operating Supplies	\$55.84
		Total Supplies	\$55.84
		Machinery, Equipment, and Vehicles	\$1,344.16
		Total Capital Outlays	\$1,344.16
	Total CARES Grant Fur	nd	\$1,400.00
	ARPA Grant Fund	Other Supplies	\$5,632.63
		Total Supplies	\$5,632.63
	Total ARPA Grant Fund	d	\$5,632.63
	LSTA Grant Fund	Other Disbursements	\$1,790.00
		Total Other Disbursements	\$1,790.00
	Total LSTA Grant Fund	l	\$1,790.00
	Gift	Other Disbursements	\$1,639.21
		Total Other Disbursements	\$1,639.21
	Total Gift		\$1,639.21
	Library Improvement Reserve	Transfer Out - Transferred To Another Fund	\$41,382.52
	i coorive	Total Other Disbursements	\$41,382.52
	Total Library Improvem	nent Reserve	\$41,382.52

Governmental Activities	State Technology Fund Grant Fund	Other Services and Charges	\$1,702.78
		Total Services and Charges	\$1,702.78
	Total State Technology	Fund Grant Fund	\$1,702.78
	Evergreen Indiana Pass Thru Fund	Other Services and Charges	\$82.90
		Total Services and Charges	\$82.90
	Total Evergreen Indiana	Pass Thru Fund	\$82.90
Total Governmental Acti	vities		\$456,478.92

Monon Public Library, White County, Indiana Deficit Fund Balances - 2021

<u>Enterprise</u> Name	Fund Name	Ending Cash and Investment Balance
Governmental Activities	279 - ARPA Grant Fund	-\$5,632.63
	280 - LSTA Grant Fund	-\$1,790.00
	Total deficit fund balances	-\$7,422.63

Monon Public Library, White County, Indiana Leases 2021

	Lessor	Description or Purpose	Annual Lease Payment Due in 2022		Lease	Will you retain ownership of the property at the end of the lease term?
Governmental Activities	Cardinal Office Solutions	Copying machine	\$1,140.00	02/01/2021	02/01/2026	N
(General)	Total Governmental Activ	rities (General) \$1,140.00				
					GRAND	O TOTAL \$1,140.00

Monon Public Library, White County, Indiana Transfers - 2021

Transfers Out (Disbursements))	Transfers In (Receipts)	
Fund	Amount	Fund	Amount
Operating (General)	\$100,000.00	Operating (General)	\$41,382.52
Library Improvement Reserve	\$41,382.52	Library Improvement Reserve	\$50,000.00
Total Transfers Out	\$141,382.52	Rainy Day	\$50,000.00
		Total Transfers In	\$141,382.52

Monon Public Library, White County, Indiana Transfer Schedule Report - 2021

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For each transfer that did not occur on a routine basis or was inconsistent with the activities of the fund making the transfer that is identified in the above schedule, provide a general description of the principal purpose of the interfund transfer. One general description can be provided even if multiple funds are impacted or more than one transfer occurred. (An example of a non-routine transfer: a transfer to a wastewater enterprise fund for the local match of a federal pollution control grant, an example of a transfer that is an inconsistent activity of the fund: a transfer from a capital projects fund to the general fund.)

1. Operating to Library Improvement - \$50,000 moving excess operating at the beginning of the year.

2. Operating to Rainy Day - \$50,000 moving excess operating at the beginning of the year.

3. Library Improvement Reserve to Operating - \$1303.18 replacement books and phone system, \$11,400 air conditioners, \$25398 PERF service credit, \$2319.35 replacement books, 961.99 furniture/equipment

Monon Public Library, White County, Indiana Grants - 2021

Local Project Name/ Description	Federal Program Title/Project Name	Federal Agency	Pass Through Agency	CFDA Number	Award Name	Award Number	Grant Type	Local Fund	Receipts	Disburse- ments	Amount of Federal Awards Provided to Subrecipients During the Year	Amount of Loans Outstandin g at Year End	Amount of Federal Noncash Assistance for the Year	Amount of Insurance in Effect During the Year
CARES Grant Fund	Mini-Grants	Institute of Museum and Library Services	Indiana State Library	45.310		LS-246532- OLS-20		278 CARES Grant Fund	\$3,400.00	\$1,400.00	\$3,400.00	\$2,000.00	\$0.00	\$0.00
LSTA Grant Fund		Institute of Museum and Library Services	Indiana State Library	45.310		LS-246532- OLS-20		280 LSTA Grant Fund	\$0.00	\$1,790.00	\$0.00	\$0.00	\$0.00	\$0.00
APRA Grant Fund		Institute of Museum and Library Services	Indiana State Library	45.310		LS-246532- OLS-20	Reimbursemen t Grant	279 ARPA Grant Fund	\$0.00	\$5,632.63	\$0.00	\$0.00	\$0.00	\$0.00

Monon Public Library, White County, Indiana Capital Assets 2021

Government or Enterprise		Beginning Balance as of January 1, 2021	Additions	Reductions	Ending Balance as of December 31, 2021
Governmental Activities - Non- Depreciable Assets	Land	\$10,000.00	-	-	\$10,000.00
	Construction in Progress	-	-	-	-
	Other Non-Depreciable Assets	-	-	-	-
	Total	\$10,000.00	-	-	\$10,000.00
Governmental Activities - Depreciable Assets	Infrastructure	-	-	-	-
Depreciable Assets	Buildings	\$1,101,100.00	-	\$22,022.00	\$1,079,078.00
	Improvements Other Than Buildings	-	-	-	-
	Machinery, Equipment, and Vehicles	-	-	-	-
	Books and Other	\$157,515.20	\$36,243.92	\$6,138.00	\$187,621.12
	Total	\$1,258,615.20	\$36,243.92	\$28,160.00	\$1,266,699.12
Governmental Activities - Accumulated Depreciation Assets	Infrastructure	-	-	-	-
Accumulated Depreciation Assets	Buildings	\$1,101,100.00	-	\$616,616.00	\$484,484.00
	Improvements Other Than Buildings	-	-	-	-
	Machinery, Equipment, and Vehicles	-	-	-	-
	Books and Other	\$157,515.20	\$36,243.92	\$6,138.00	\$187,621.12
	Total	\$1,258,615.20	\$36,243.92	\$622,754.00	\$672,105.12

Monon Public Library, White County, Indiana Accounts Payable/Receivable Statement - 2021							
Government or Enterprise	Accounts Payable	Accounts Receivable					
Governmental Activities	\$0.00	\$0.00					

Monon Public Library, White County, Indiana Pensions - 2021

1. Please indicate if your unit offers any of these pension plans to your Employees. Check all that apply.	YES	NO
Public Employees Retirement Fund	Х	
Teachers Retirement Fund		Х
1925 Police Pension Fund		Х
1937 Firefighter's Pension Fund		Х
1977 Police and Firefighter's Pension Fund		Х
2. Does your unit have any other pension plans where the employer makes contributions to the plan or funds any part of the benefits?		x