

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

1. Call to Order
2. Approval of March 14 Board Meeting Minutes
3. Claims/Payroll for March 2022/Treasurer's Report
4. Librarian's Report

5. Personnel Report – Custodian changes - contract/rate of pay
6. Old Business
 - a. None

7. New Business
 - a. None

8. Adjournment

The next meeting is Monday, May 9, 2022 at 4PM.

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

Present: Austin Stroud, Michele Buswell, Clark Raver, Jennifer Annis, Julie Hart, Lexi Reagan, Rosemary Cooley (arrived at 4:25pm)

Absent: Desi Kyle

Call to Order: Called to order by Clark Raver at 4:05PM.

Minutes - Jennifer Annis made a motion to approve the February 14 meeting minutes and Michele Buswell seconded. All were in favor, and the motion passed.

Finances/Treasurer's Report - Julie Hart 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 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, and we found out that we were invited to submit a full application. 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. Michele Buswell made a motion to approve spending \$1000 out of LIRF toward bounding the 2004-2021 Monon News and Review newspapers, and Julie Hart seconded. All were in favor, and the motion passed.

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. Lexi Reagan mentioned that Holly Sanchez is bilingual and Roseanne Cortez as possibilities to ask about volunteering.

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.

Austin is seeking approval to condense his schedule to four longer days with the current gas prices. Michele Buswell made a motion to approve this change as staffing allows, and Jennifer Annis seconded. All present were in favor, and the motion passed.

Austin is seeking approval to spend up to \$100 out of the gift fund for the staff training day on Friday, April 15. Julie Hart made a motion to approve spending \$100 from the gift fund, and Rosemary Cooley seconded. All were in favor, and the motion passed.

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.

Personnel Report - We need to discuss hiring two related family members as well as set a rate of pay for custodian, and decide the classification of new hires. Rosemary Cooley made a motion to approve hiring both Lopez-Sandoval sisters for \$8/hour for the desk and cleaning. Lexi Reagan seconded, and all were in favor. The motion passed.

Old Business - None

New Business -

Austin shared the 2021 Annual Financial Report that was submitted/due on March 1.

Julie Hart made a motion to adjourn the meeting at 5PM and Lexi Reagan seconded. All present were in favor, and the motion passed.

The next meeting: Monday, April 11, at 4PM.

Clark Raver, President

Rosemary Cooley, Secretary

Register Of Claims
Monon Town & Township Public Library

Report Date: From 3/1/22 To 3/31/22

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	75	Payroll	Operating	Salary of Librarian	\$1,931.25	3/15/22	PAYROLL
			Operating	Salary of Assistants	\$4,294.37		
				Total this claim	<u>\$6,225.62</u>		
0	74	PERF	Operating	Employee Benefits	\$786.02	3/15/22	PERF Deposit
			PERF	Payroll Withholding	\$0.00		
				Total this claim	<u>\$786.02</u>		
0	88	Alliance Bank	Operating	Other Services and Charges	\$11.80	3/31/22	Direct Deposit Service Charge
				Total this claim	<u>\$11.80</u>		
0	83	PERF	Operating	Employee Benefits	\$812.94	3/31/22	PERF Deposit
			PERF	Payroll Withholding	\$0.00		
				Total this claim	<u>\$812.94</u>		
0	84	Payroll	Operating	Salary of Librarian	\$1,931.25	3/31/22	PAYROLL
			Operating	Salary of Assistants	\$5,139.28		
				Total this claim	<u>\$7,070.53</u>		
0	87	Internal Revenue Service	Operating	Employee Benefits	\$824.37	3/31/22	Federal Tax Deposit
			Operating	Employee Benefits	\$192.81		
			FEDERAL	Payroll Withholding	\$1,034.71		
			FICA	Payroll Withholding	\$824.37		
			MEDICARE	Payroll Withholding	\$192.81		
				Total this claim	<u>\$3,069.07</u>		
0	86	Indiana Dept. of Revenue	STATE	Payroll Withholding	\$458.71	3/31/22	State and County Tax Deposit
			COUNTY	Payroll Withholding	\$280.50		
				Total this claim	<u>\$739.21</u>		
23289	73	Austin Stroud	Operating	Communication and Transportati	\$17.78	3/15/22	milage
				Total this claim	<u>\$17.78</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
23290	72	Monticello Magazine	Operating	Periodicals and Newspapers Total this claim	<u>\$20.00</u> \$20.00	3/15/22	
23291	71	NIPSCO	Operating	Utility Services Total this claim	<u>\$1,380.75</u> \$1,380.75	3/15/22	
23292	70	Monon Utilities	Operating	Utility Services Total this claim	<u>\$83.52</u> \$83.52	3/15/22	
23293	69	Monon Telephone Co.	Operating	Communication and Transportati Total this claim	<u>\$167.91</u> \$167.91	3/15/22	
23294	68	Midwest Tape	Operating	Nonprint Materials Total this claim	<u>\$363.06</u> \$363.06	3/15/22	
23295	67	Kyburz Excavating	Operating	Other Services and Charges Total this claim	<u>\$260.00</u> \$260.00	3/15/22	snow removal
23296	66	CENGAGE Learning/ Gale	Operating	Books Total this claim	<u>\$183.14</u> \$183.14	3/15/22	
23297	65	Cardinal Office Products	Operating	Other Services and Charges Total this claim	<u>\$95.00</u> \$95.00	3/15/22	Copier Lease
23298	64	Brodart Co.	Operating	Library Supplies Total this claim	<u>\$331.89</u> \$331.89	3/15/22	
23299	63	Anthem Blue Cross Blue Shield	Operating	Employee Benefits Total this claim	<u>\$2,699.31</u> \$2,699.31	3/15/22	
23300	62	Baker & Taylor	Operating	Books Total this claim	<u>\$570.43</u> \$570.43	3/15/22	
23302	76	Baker & Taylor	Operating	Books Total this claim	<u>\$910.22</u> \$910.22	3/31/22	

<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>
23303	77	CENGAGE Learning/ Gale	Operating	Books	\$91.17	3/31/22	
				Total this claim	<u>\$91.17</u>		
23304	78	ENA Services LLC	State Technology Fund	Other	\$706.16	3/31/22	
				Total this claim	<u>\$706.16</u>		
23305	79	Midwest Tape	Operating	Nonprint Materials	\$212.63	3/31/22	
				Total this claim	<u>\$212.63</u>		
23306	80	TK Elevator Corporation	Operating	Repairs and Maintenance	\$843.40	3/31/22	Elevator Repair
				Total this claim	<u>\$843.40</u>		
23307	81	SYNCB/AMAZON	Operating	Furniture and Equipment	\$81.39	3/31/22	
			Operating	Books	\$144.37		
			Operating	Library Supplies	\$670.97		
			Operating	Nonprint Materials	\$459.92		
				Total this claim	<u>\$1,356.65</u>		
23308	82	VISA	Operating	Communication and Transportati	\$335.20	3/31/22	
			Operating	Other Services and Charges	\$276.00		
				Total this claim	<u>\$611.20</u>		
23309	85	Middlebury Public Library	Operating	Dues, Interest, Taxes	\$50.00	3/31/22	NICCL Dues
				Total this claim	<u>\$50.00</u>		

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

Total Amount of Claims \$29,669.41

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, April 4, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

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

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$29,669.41

Date this 11th day of April 2022.

SIGNATURES OF GOVERNING BOARD

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

Appropriation Report for 100 Operating

Monon Town & Township Public Library

Report Date: From 3/1/22 To 3/31/22

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	\$0.00	\$50,000.00	\$3,852.50	\$11,587.50	\$38,412.50	76.8
1.02 Salary of Assistants	\$110,000.00	\$0.00	\$110,000.00	\$9,433.65	\$26,288.38	\$83,711.62	76.1
1.03 Salary of Custodian	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$270.00	\$7,230.00	96.4
1.04 Employee Benefits	\$50,000.00	\$0.00	\$50,000.00	\$5,315.45	\$15,727.71	\$34,272.29	68.5
Subtotal	\$217,500.00		\$217,500.00	\$18,611.60	\$53,873.59	\$163,626.41	75.2
2. Supplies							
2.02 Cleaning and Sanitation Supplies	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$209.42	\$2,290.58	91.6
2.04 Library Supplies	\$6,000.00	\$0.00	\$6,000.00	\$1,002.86	\$2,046.97	\$3,953.03	65.9
Subtotal	\$8,500.00		\$8,500.00	\$1,002.86	\$2,256.39	\$6,243.61	73.5
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	\$520.89	\$920.60	\$11,379.40	92.5
3.03 Printing and Advertising	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.04 Library Insurance	\$8,400.00	\$0.00	\$8,400.00	\$0.00	\$170.00	\$8,230.00	98.0
3.05 Utility Services	\$21,000.00	\$0.00	\$21,000.00	\$1,464.27	\$4,680.44	\$16,319.56	77.7
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$843.40	\$3,663.68	\$16,336.32	81.7
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	\$50.00	\$364.27	\$635.73	63.6
3.09 Other Services and Charges	\$14,000.00	\$0.00	\$14,000.00	\$642.80	\$5,256.66	\$8,743.34	62.5
3.1 Transfer to Library Improvement Reserve	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.11 E Book Services & Hoopla	\$6,700.00	\$0.00	\$6,700.00	\$0.00	\$0.00	\$6,700.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.2 2021 Encumbered Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$90,900.00		\$90,900.00	\$3,521.36	\$15,697.41	\$75,202.59	82.7
4. Capital Outlays							
4.02 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$81.39	\$406.36	\$14,593.64	97.3
4.03 Books	\$23,000.00	\$0.00	\$23,000.00	\$1,899.33	\$4,526.72	\$18,473.28	80.3
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$20.00	\$1,209.79	\$2,290.21	65.4
4.05 Nonprint Materials	\$8,500.00	\$0.00	\$8,500.00	\$1,035.61	\$2,045.66	\$6,454.34	75.9
Subtotal	\$50,000.00		\$50,000.00	\$3,036.33	\$8,188.53	\$41,811.47	83.6
Grand Total	\$366,900.00	\$0.00	\$366,900.00	\$26,172.15	\$80,015.92	\$286,884.08	78.2

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 3/1/22 To 3/31/22

<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. 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	\$74,730.00	\$0.00	\$74,730.00	\$0.00	\$0.00	\$74,730.00	100.0

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 3/1/22 To 3/31/22

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	\$0.00	\$24,730.00	\$0.00	0.0
Subtotal	\$49,730.00		\$49,730.00	\$0.00	\$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	\$61,677.00	\$0.00	\$61,677.00	\$0.00	\$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.

Financial Report
Monon Town & Township Public Library

Report Dates = 3/1/22 to 3/31/22

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. General						
100 Operating	\$470,173.48	\$26,172.15	\$185,015.92	\$11,670.51	\$37,395.99	\$322,553.55
Subtotal	\$470,173.48	\$26,172.15	\$185,015.92	\$11,670.51	\$37,395.99	\$322,553.55
2. Special Revenue						
200 Memorial/Gift Fund	\$7,255.55	\$0.00	\$1,452.23	\$0.81	\$522.54	\$6,325.86
201 Rainy Day Fund	\$370,277.75	\$0.00	\$0.00	\$43.14	\$50,171.37	\$420,449.12
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$0.00	\$706.16	\$706.16	\$0.00	\$3,696.54	\$2,990.38
276 Annie Horton Advisory Grant Fund	\$1,029.99	\$0.00	\$109.25	\$0.00	\$0.00	\$920.74
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	\$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	\$706.16	\$2,361.69	\$43.95	\$54,390.45	\$425,169.42
4. Capital Projects						
400 Library Improvement Reserve Fund	\$278,681.19	\$0.00	\$24,730.00	\$31.33	\$55,126.27	\$309,077.46
Subtotal	\$278,681.19	\$0.00	\$24,730.00	\$31.33	\$55,126.27	\$309,077.46
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	\$0.00	\$207.37	\$210.37	\$326.27
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$1,034.71	\$2,982.11	\$1,034.71	\$2,982.11	\$0.00
804 FICA	\$0.00	\$824.37	\$2,365.06	\$824.37	\$2,365.06	\$0.00
805 MEDICARE	\$0.00	\$192.81	\$553.14	\$192.81	\$553.14	\$0.00
806 STATE	\$0.00	\$458.71	\$1,294.47	\$458.71	\$1,294.47	\$0.00
807 COUNTY	\$0.00	\$280.50	\$796.25	\$280.50	\$796.25	\$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	\$2,791.10	\$10,310.38	\$2,998.47	\$10,520.75	\$326.27
Grand Total	\$1,122,111.23	\$29,669.41	\$222,417.99	\$14,744.26	\$157,433.46	\$1,057,126.70

Total all banks = \$1,057,126.70

Monon Town & Township Public Library

Report Dates = 3/1/22 to 3/31/22

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	\$82.30		\$225.58
132	COPIES	\$70.05		\$237.47
152	LOCAL INCOME TAX (LIT)	\$11,504.00		\$34,512.00
156	LOF SAVINGS INTEREST	\$3.87		\$13.04
157	LOF INTEREST FROM CD	\$7.40		\$76.80
158	LOF CHECKING INTEREST	\$2.89		\$6.10
823	STATE TECH FUND GRANT FUND			\$3,696.54
			<u>\$11,670.51</u>	<u>\$41,092.53</u>

Receipt Summaries for :			200	Memorial/Gift Fund
<i>Account</i>		<i>This Month</i>		<i>YTD</i>
302	MEMORIAL FUND RECEIPT			\$520.00
303	MEMORIAL GIFT FUND INTEREST	\$0.81		\$2.54
			<u>\$0.81</u>	<u>\$522.54</u>

Receipt Summaries for :			201	Rainy Day Fund
<i>Account</i>		<i>This Month</i>		<i>YTD</i>
701	INTERFUND TRANSFER			\$50,000.00
923	RAINY DAY INTEREST	\$35.74		\$99.69
924	RAINY DAY INTEREST FROM CD	\$7.40		\$71.68
			<u>\$43.14</u>	<u>\$50,171.37</u>

Receipt Summaries for :			400	Library Improvement Reserve F
<i>Account</i>		<i>This Month</i>		<i>YTD</i>
405	LIRF SAVINGS INTEREST	\$23.93		\$67.20
406	LIRF INTEREST FROM CD	\$7.40		\$59.07
701	INTERFUND TRANSFER			\$55,000.00
			<u>\$31.33</u>	<u>\$55,126.27</u>

Receipt Summaries for :			801	Evergreen Indiana Pass Through
<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.

961	EVERGREEN INDIANA RECEIPT	\$207.37	\$210.37
		\$207.37	\$210.37

Receipt Summaries for : 803 FEDERAL

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$1,034.71	\$2,982.11
	\$1,034.71	\$2,982.11

Receipt Summaries for : 804 FICA

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$824.37	\$2,365.06
	\$824.37	\$2,365.06

Receipt Summaries for : 805 MEDICARE

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$192.81	\$553.14
	\$192.81	\$553.14

Receipt Summaries for : 806 STATE

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$458.71	\$1,294.47
	\$458.71	\$1,294.47

Receipt Summaries for : 807 COUNTY

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$280.50	\$796.25
	\$280.50	\$796.25

Receipt Summaries for : 809 Other

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

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

Printed On Monday, April 4, 2022

Receipt Summaries for : 810 Transfer Fund

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
702 INTERBANK TRANSFER		\$2,319.35
		\$2,319.35

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Printed On Monday, April 4, 2022

Bank Balances

Date Printed: 4/4/22

Monon Town & Township Public Library

Report Dates = 3/1/22 to 3/31/22

<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	\$106,963.15	\$14,665.11	\$29,669.41	\$91,958.85
2 Alliance Bank 93548	\$267,153.66	\$317,292.79	\$47.82	\$0.00	\$317,340.61
3 Alliance Bank 93556	\$135,020.32	\$187,795.91	\$31.33	\$0.00	\$187,827.24
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,122,111.23	\$1,072,051.85	\$14,744.26	\$29,669.41	\$1,057,126.70

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

Librarian's Report – April 11, 2022

Some minor repairs are needed to the elevator, so Austin has attached a quote to this librarian's report. We went ahead and sent the first half of the payment even though this exceeds the typical amount we can do without board approval. This was just time sensitive. We could switch this to be paid out of LIRF or Rainy Day if the board approves. The elevator is still working fine, it's just that eventually this needs done.

We're still waiting to hear back on the grants Austin has submitted to help with the newspaper microfilming, microfilm reader, and bounding the newer newspapers. The application for one isn't due until April 28, but the Community Foundation of White County one is fully submitted.

We've made available several of the items in the Library of Things so far, with a few more to go. The reception has been good on social media, but we haven't seen much checkout activity yet.

We had our first ESL class on Wednesday, April 6 with (will insert number in the minutes) in attendance. These will meet on the 1st and 3rd Wednesday of the month for now.

From Barbara:

Our Outreach Reading program at the North White Elementary school is working out well. The students and teachers have been very welcoming. During the month of March. 23 classrooms were visited reaching 575 students. The classrooms range from Pre-Kindergarten through 5th grade. These visits will continue on through the month of April. Two books are read during each visit and the students are brought up to date on library programs, how to get a library card and even what the library looks like and where to find it. ☺

The Seed Library is ready to go! The Vegetable Gardening program will officially start the seed program. The comments on Facebook have been very positive so we are hoping for a nice group of community members on Saturday. With a library card each household can withdrawal 6 different seed packets to start their own garden. We will be encouraging them to save seeds from their garden for the following year plus to bring the library seeds so that our Seed Library will grow.

Collection Area	March 2022 Circulation	March 2021 Circulation	March 2020 Circulation
Adult Fiction	218	154	183
Adult Non-Fiction	51	30	35
Adult/Juvenile DVDs/Videos	176	89	88
Adult/Juvenile Audiobooks	9	6	7
Magazines	35	47	37
Juvenile Fiction	185	47	122
Juvenile Non-Fiction	31	18	7
Young Adult/Teen	21	18	35
Video Games	4	0	0
Hoopla	28	21	0
Overdrive (ebooks/e-audio)	164	242	217
Hotspots	24	8	0
Library of Things	1	0	0
Total Circulation (# of checkouts)	947	680	731

Repair Work Order



Monon Public Library

March 22, 2022

Purchaser: Monon Town & Township Public Library	Location: Monon Public Library
Address: PO Box 305 Monon, IN 47959-0305	Address: 427 N Market St Monon, IN 47959-9799

Purchaser authorizes TK Elevator Corporation (referred to as "TK Elevator" hereafter) to perform the following work on the equipment and at the location described above, in exchange for the sum of **One Thousand Six Hundred Eighty Six Dollars and Seventy Nine Cents (\$1,686.79)** inclusive of all applicable sales and use taxes pursuant to the terms and conditions contained in this Work Order (the "Work Order").

Summary:

Elevator	Description	Repair category
1-47147	Contacts	Operational

For further information, please see a detailed Scope of Work on the pages that follow.
Recommended by Service Technician: McKinney, Richard

In the event you have any questions regarding the content of this Work Order please contact me at +1 317 8417356.

We appreciate your consideration.

Regards,

Josh Kelly
TK Elevator Corporation
8665 Bash St
Indianapolis IN 46256
josh.kelly@tkelevator.com | +1 317 8417356

Notice:
No permits or inspections by others are included in this work, unless otherwise indicated herein. Delivery and shipping is included. All work is to be performed during regular working days and hours as defined in this Work Order unless otherwise indicated herein.

Repair Work Order



Scope of Work

Payment Terms

50% of the price set forth in this Work Order will be due and payable as an initial progress payment within 10 days from TK Elevator's receipt of a fully executed copy of this Work Order. This initial progress payment will be applied to any applicable project management, permits, engineering, drawings and material procurement. Material will be ordered once this payment is received and the parties have both executed this Work Order.

The remaining 50% of the price set forth in this Work Order and any fully executed change orders shall be due and payable at the time TK Elevator commences the work described in the Work Order. TK Elevator's receipt of this final payment is a condition precedent to TK Elevator's return of the equipment described in this Work Order to the full operation and use and Purchaser agrees to waive any and all claims to such operation and use until such time as that payment is made in full.

Purchaser agrees that TK Elevator shall have no obligation to complete any steps necessary to provide Purchaser with full use and operation of the affected elevator(s) until such time as TK Elevator has been paid 100% both of the price reflected in this Work Order and for any other work performed by TK Elevator or its subcontractors in furtherance of this Work Order. Purchaser agrees to waive any and all claims to the turnover and/or use of that equipment until such time as those amounts are paid in full. TK Elevator reserves the right to assign payments owed to TK Elevator under this Work Order.

Work order price:		\$1,686.79
Initial progress payment:	(50%)	\$843.40
Total due upon completion:	(50%)	\$843.40

Repair Work Order



Terms and Conditions

TK Elevator does not assume any responsibility for any part of the vertical transportation equipment other than the specific components that are described in this Work Order and then only to the extent TK Elevator has performed the work described above.

No work, service, examination or liability on the part of TK Elevator is intended, implied or included other than the work specifically described above. It is agreed that TK Elevator does not assume possession or control of any part of the vertical transportation equipment and that such remains Purchaser's exclusively as the owner, lessor, lessee, possessor, or manager thereof.

Unless otherwise stated herein, TK Elevator's performance of this Work Order is expressly contingent upon Purchaser securing permission or priority as required by all applicable governmental agencies and paying for any and all applicable permits or other similar documents.

It is agreed that TK Elevator's personnel shall be given a safe place in which to work. TK Elevator reserves the right to discontinue its work in the location above whenever, in its sole opinion, TK Elevator believes that any aspect of the location is in any way unsafe until such time as Purchaser has demonstrated, at its sole expense, that it has appropriately remedied the unsafe condition to TK Elevator's satisfaction. Unless otherwise agreed, it is understood that the work described above will be performed during regular working days and hours which are defined as Monday through Friday, 8:00 AM to 4:30 PM (except scheduled union holidays). If overtime is mutually agreed upon, an additional charge at TK Elevator's usual rates for such work shall be added to the price of this Work Order.

In consideration of TK Elevator performing the work described above Purchaser, to the fullest extent permitted by law, expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit TK Elevator, its employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings made or brought against TK Elevator, its employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death that are alleged to have been caused by Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the vertical transportation equipment that is the subject of this Work Order, or the associated areas surrounding such equipment. Purchaser's duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Work Order), personal injury or death is determined to be caused by or resulting from the negligence of TK Elevator and/or its employees. Purchaser recognizes, however, that its obligation to defend TK Elevator and its employees, officers, agents, affiliates and subsidiaries under this clause is broader and distinct from its duty to indemnify and specifically includes payment of all attorney's fees, court costs, interest and any other expenses of litigation arising out of such claims or lawsuits.

Purchaser expressly agrees to name TK Elevator along with its officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure TK Elevator, along with its officers, agents, affiliates and subsidiaries for those claims and/or losses referenced in the above paragraph, and for claims and/or losses arising from the negligence or legal responsibility of TK Elevator and/or its officers, agents, affiliates and subsidiaries. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives the right of subrogation.

TK Elevator shall not be liable for any loss, damage or delay caused by acts of government, labor, troubles, strikes, lockouts, fire, explosions, theft, riot, civil commotion, war, malicious mischief, acts of God, or any cause beyond its control. TK Elevator Corporation shall automatically receive an extension of time commensurate with any delay regarding the work called for in this Work Order.

Should loss of or damage to TK Elevator's material, tools or work occur at the location that is the subject of this Work Order, Purchaser shall compensate TK Elevator therefor, unless such loss or damage results solely from TK Elevator's own acts or omissions.

If any drawings, illustrations or descriptive matter are furnished with this Work Order, they are approximate and are submitted only to show the general style and arrangement of equipment being offered. Work Order.

Purchaser shall bear all cost(s) for any reinspection of TK Elevator's work due to items outside the scope of this Work Order or for any inspection arising from the work of other trades requiring the assistance of TK Elevator.

Purchaser expressly agrees to waive any and all claims for consequential, special or indirect damages arising out of the performance of this Work Order and specifically releases TK Elevator from any and all such claims.

A service charge of 1.5% per month, or the highest legal rate, whichever is less, shall apply to delinquent accounts. In the event of any default of any of the payment provisions herein, Purchaser agrees to pay, in addition to any defaulted amount, any attorney fees, court costs and all other expenses, fees and costs incurred by TK Elevator in connection with the collection of that defaulted amount.

Purchaser agrees that this Work Order shall be construed and enforced in accordance with the laws of the state where the vertical transportation equipment that is the subject of this Work Order is located and consents to jurisdiction of the courts, both state and Federal, of that as to all matters and disputes arising out of this Work Order. Purchaser further agrees to waive trial by jury for all such matters and disputes.

The rights of TK Elevator under this Work Order shall be cumulative and the failure on the part of the TK Elevator to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by TK Elevator in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this Work Order.

In the event any portion of this Work Order is deemed invalid or unenforceable by a court of law, such finding shall not affect the validity or enforceability of any other portion of this Work Order. This Work Order shall be considered as having been drafted jointly by Purchaser and TK Elevator and shall not be construed or interpreted against either Purchaser or TK Elevator by reason of either Purchaser or TK Elevator's role in drafting same.

In the event Purchaser's acceptance of the work called for in this Work Order is in the form of a purchase order or other kind of document, the provisions, terms and conditions of this Work Order shall exclusively govern the relationship between TK Elevator and Purchaser with respect to the work described herein.

Repair Work Order



Acceptance

This Work Order is submitted for acceptance within 30 days from the date executed by TK Elevator.

Purchaser's acceptance of this Work Order will constitute exclusively and entirely the agreement for the work herein described. All prior representations or agreements regarding this work, whether written or verbal, will be deemed to be merged herein, and no other changes in or additions to this Work Order will be recognized unless made in writing and properly executed by both parties. No agent or employee of TK Elevator shall have the authority to waive or modify any of the terms of this Work Order without the written approval of an authorized TK Elevator manager.

This Work Order specifically contemplates work outside the scope of any other contract currently in effect between the parties; any such contract shall be unaffected by this Work Order.

To indicate acceptance of this work order, please sign and return one (1) original of this agreement to the branch address shown below. Upon receipt of your written authorization and required materials and/or supplies, we shall implement the work called for in this Work Order.

Monon Town & Township Public Library (Purchaser):	TK Elevator Corporation Management Approval
By: <u>Austin Stroud</u>	By:
(Signature of Authorized Individual) Austin Stroud	(Signature of Branch Representative)
<u>Austin Stroud</u>	Wes Applegate
(Print or Type Name)	Branch Manager
<u>Library Director</u>	
(Print or Type Title)	
<u>3/23/2022</u>	
(Date of Acceptance)	(Date of Execution)

Please contact Austin to schedule work at the following phone number 219-253-6517



Attn: Austin Stroud
Monon Town & Township Public Library
PO Box 305
Monon IN, 47959-0305

Date	Terms	Reference ID	Customer Reference # / PO
March 22, 2022	Immediate	ACIA-1YNM9M5	
Total Contract Price:			\$1,686.79
Down Payment:		(50%)	\$843.40

For inquiries regarding your contract or services provided by TK Elevator, please contact your local account manager at +1 317 8417356. To make a payment by phone, please call 404-383-4105 with the reference information provided below.

Current and former service customers can now pay online at:
<https://secure.billtrust.com/thyssenkruppelevator/ig/one-time-payment>

Thank you for choosing TK Elevator. We appreciate your business.

Please detach the below section and provide along with payment.

Customer Name:	Monon Town & Township Public Library	Remit To:	
Location Name:	Monon Public Library	TK Elevator	
Customer Number:	103828	PO Box 3796	
Quote Number:	2022-2-1261273	Carol Stream, IL	
		60132-3796	
Reference ID:	ACIA-1YNM9M5		
Remittance Amount:	\$843.40		

Monon Town and Township Public Library

Cleaning Service Contract Requirements

Scope of Work

(April 18 – December 31)

OVERVIEW

- The cleaning contract for the Monon Town and Township Public Library is in the 8,000 sq. ft. building located at 427 North Market Street in Monon.
- Cleaning is to be done on a routine schedule weekly during or after business hours. This schedule may need adjusted if the Library is having or participating in a special event that falls outside of the normal library schedule
- Cleaning supplies and equipment are provided by the Library, and the contractor should notify the Library Director when more supplies are needed.
- Cleaning service contractors are expected to be able to read and interpret labels on cleaning products and observe safe use and handling of cleaning products.
- Cleaning service contractors should not enter the Library except to perform their work and should not bring non-personnel or family members into the library during their contract work hours. Cleaning service contractors may subcontract as needed with the Library Director's approval. Cleaning service contractors are to secure the building when they leave the premises.
- Cleaning service contractors are not to bother private areas such as desk tops, drawers, lockers, food or mail slots, etc. except as needed to perform their work. Cleaning service contractors are not expected to tidy up after staff – arranging papers, turning off computers, or washing dishes.
- Library management would expect and appreciate notification of building problems such as leaks or needed repairs. However, it is up to the Library Director to call in outside assistance unless the cleaning service contractor is notified otherwise in an emergency.
- If unable to make it to the Library due to illness, vacation, an emergency, or dangerous weather, cleaning service contractors are expected to notify the Library Director as soon as possible. The hours may be made up in the same week, or a decrease in pay can be worked around (i.e. if working three weeks of the month, the monthly pay would decrease to \$225 instead of \$300 for four weeks of work with a rate of pay at \$75/week).

Cleaning Service Contract Requirements

STAFF & PUBLIC AREAS

WEEKLY

- Sweep downstairs children's area
- Sweep Breakroom & Program room
- Mop entry way & bathrooms, children's employee bathroom
- Sweep upstairs back half, including behind desk
- Clean upstairs front half, including offices & stairs
- Clean women's bathroom & upstairs bathroom
- Clean men's bathroom

AS NEEDED OR MONTHLY

- Dust Upstairs and Downstairs
- Pour water down drains
- Dust in window frames
- Clean glass entry doors upstairs
- Clean glass entry doors downstairs
- Sweep outside stairways

QUALITY STANDARDS

1. **Frequency:** Frequency requirements are minimum requirements. All tasks to be performed as frequently as specified and as needed to maintain a clean condition. For example, tasks that are designated "WEEKLY" are to be performed at each visit.
2. **General Standards:** The achievement of the desired standard of cleanliness will result in an almost complete absence of visible soil. In order to maintain the facilities in this condition, Contractor will remove any visible soil which is found as a result of inspection.
3. **Solid waste collection:** All solid waste in the building shall be collected and removed to designated disposal areas. Library staff will remove the waste from the building as needed.
4. **Wet mopping:** Floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards, and other surfaces shall be free of splash stains and markings from the equipment. Mops and buckets will be emptied and thoroughly rinsed immediately after use in restrooms and before use in any other area.
5. **Spot cleaning:** Smudges, marks or spots shall be removed without causing discoloration of the surface.
6. **Dusting:** Corners, crevices, moldings, and ledges shall be free of dirt, debris, and dust. Furniture will be dusted around computers.
7. **Maintenance Closet:** Closet shall be maintained in a clean, orderly and safe condition at all times.

- 8. **Materials and Equipment:** The Contractor shall use cleaning products and equipment which are effective and safe for fixtures, furnishings, and finishes in their particular applications. Cleaning products should be in clearly marked containers.
- 9. **Level of care:** Contractor shall exercise due care at all times to ensure that cleaning products and practices do not cause damage to finishes, furnishings, or fixtures.

LIABILITY

As a contractor that is issued a 1099, you are not covered by the library’s insurance policy for workplace injuries, accidents, etc. It is expected that you will obtain your own coverage to meet your needs in this regard.

RATE OF PAY

For the remainder of the 2022 Budget Year (April 18, 2022 – December 31, 2022), the Monon Town and Township Public Library Board of Trustees has set the flat rate of pay as \$75/week with the expectation of working 5-10 hours/week. This rate meets in the middle at 7.5 hours for \$10/hour. If electing to be paid monthly, payment is to be made to the contractor on the last day of each month for \$300. If electing to be paid semi-monthly, payment is to be made to the contractor on the 15th day of the month and the last day of the month for \$150 each time. Please select the pay frequency you prefer for 2022 below by initialing in one of the fields:

_____ I want to be paid monthly. _____ I want to be paid semi-monthly.

AGREEMENT TO SCOPE OF WORK/CONTRACT FOR 2022

By signing below, you agree to the terms of this scope of work and contract for the 2022 budget year at the Monon Town and Township Public Library. If at any time you wish to cancel your contract with the library, please inform the Library Director in writing as soon as possible. By signing, you also understand that this contract is reviewed annually by the Monon Town and Township Public Library Board of Trustees, and renewal and budget amounts will be decided upon by the Board.

Contractor Signature _____
Date _____
Library Director Signature _____
Date