

**Monon Town and Township Public Library**  
**Board of Trustees**  
**Meeting Agenda // September 12, 2022, 4PM EST**

1. Call to Order
2. Approval of August 8 Board Meeting Minutes
3. Claims/Payroll for August 2022/Treasurer's Report
4. Librarian's Report
  - a. Hours Changes for Special Events
  
5. Personnel Report
  - a. None
  
6. Old Business
  - a. 2023 Budget
    - i. Public Hearing
  
  
7. New Business
  - a. None

8. Adjournment

The next meeting is Monday, October 10, 2022 at 4PM. The 2023 budget will be adopted at this meeting.

**Monon Town and Township Public Library Board of Trustees Meeting  
Monday, August 8, 2022, 4PM**

**Present:** Austin Stroud, Michele Buswell (arrived at 4:05) , Clark Raver, Julie Hart, Rosemary Cooley, Lexi Reagan (arrived at 4:05) , Jennifer Annis, Desi Kyle

**Absent:** None

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

**Minutes** - Rosemary Cooley made a motion to approve the July 11 meeting minutes and Julie Hart 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** We ordered the microfilm reader for the Heritage Support Grant. It should be here later this month. We purchased a desk to sit it on since none of ours were wide or deep enough to hold it. Jennifer Annis is taking the newspapers to Indianapolis on Tuesday, August 9, to be microfilmed.

We likely will move forward with just recycling our tech things later this month since the logistics of opening it up to everyone seems like a nightmare.

We're still waiting on the tiling to be replaced with carpet, but the work should start soon. They plan to work mainly in the evening to limit interruptions to staff and patrons.

The strip of land between us and the gas station has been cleaned up a bit. More work is to come on that.

We continue to have some issues with the front of the building. The electricity wasn't working after a big rain a few weeks ago, so we've temporarily shut that electricity off. Harry Mohler is still following up with folks to work on that part of the building. Austin shared a proposal to do work on the front entrance of the library as well as part of the outside portion. We could complete this with Rainy Day funds. The proposal says that it would be completed by November 1, which is ideal if we act now. Rosemary Cooley made a motion to approve the proposal and pay out of Rainy Day, and Julie Hart seconded. All present were in favor, and the motion passed.

We had 22 adults participate in the summer reading program.

The public comment policy Austin touched on last month is on the agenda. Austin edited this draft from another library in Indiana.

We were contacted by PERF that we will be having an employer audit in the next few weeks. This one should only take a few hours and focus on our payroll/retirement and nothing else.

From Barbara:

It was great having Summer Reading in person again this year! A total of 6 children participated in the Preschool Summer Reading group. Books were read about oceans, rivers and lakes. Rhymes and songs were enjoyed, plus crafts about fish and octopus kept everyone entertained. Each week prizes were given to children who had 5 picture books read to them.

Summer Reading K-5 grades learned about the Mariana Trench and the Aurora Borealis. They also did experiments about how blubber keeps animals warm and how water surface tension works on a penny. These were just a few of the things that this group of around 15 youth did during their 6 weeks at the library. The Preschoolers and the K-5 Summer Reading groups were treated to ice cream cake their last day. They also made their very own stuffed animal from, "Noah's Ark Workshop." Prizes were given each week to any child who read 5 picture books or 1 chapter book.

Beyond Summer Reading had a total of 6 youth attend during their 5 weeks. This all boy group was great! They were attentive, talkative and engaged in the activities, experiments and the book discussion on, "Wild River" by Rodman Philbrick. Prizes were given to all who read the book and additional prizes were given for each additional book read. There was an exciting game of Jeopardy with categories about oceans, marine life as well as Indiana facts. This group finished with a pizza party and they all made a stuffed animal from, "Noah's Ark Workshop."

What made this Summer Reading even more amazing is that three Summer School classes from North White visited the library for their very own Summer Reading program! Each class visited twice. The three classes, Pre-Kindergarten, First grade and Fifth grade, were treated to a slightly abbreviated Summer Reading program. This was wonderful! The students, teachers and I all had a fantastic time. The Pre-Kindergarteners and First graders loved our parachute and the Fifth grade class really liked an activity provided by the U.S. Coast Guard on what were the most important items to have if lost at sea.

The total number of youth in attendance during the Summer Reading program was 143. The total number of adults in attendance was 64.

**Personnel Report -**

None, but Austin shared after the meeting that Edith plans to only work at the library by the end of August, so we will hold off on hiring anyone. We did interview one student, but she was only available on Mondays and Tuesdays (which doesn't really fit our needs).

**Old Business** - Austin shared the updated 2023 budget. Our public hearing will be at September's meeting (12th at 4pm).

**New Business** - Austin shared the 2023-2024 E-Rate information that helps pay for our Internet service. The board approved this via signing a resolution.

Austin shared a public forum policy so we have a policy in place if someone from the public wants to attend and speak at one of our meetings. Michele Buswell made a motion to approve the policy, and Lexi Reagan seconded. All present were in favor, and the motion passed.

Julie Hart made a motion to adjourn the meeting at 4:28PM and Rosemary Cooley seconded. All present were in favor, and the motion passed. The next meeting: Monday, September 12, at 4PM.

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Clark Raver, President

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Rosemary Cooley, Secretary

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

**Report Date: From 8/1/22 To 8/31/22**

<b>Warrant Number</b>	<b>Claim Number</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Account</b>	<b>Amount</b>	<b>Date</b>	<b>Explanation</b>
0	235	Payroll	Operating	Salary of Librarian	\$1,989.19	8/31/22	PAYROLL
			Operating	Salary of Assistants	\$5,025.81		
				<b>Total this claim</b>	<b>\$7,015.00</b>		
0	218	Payroll	Operating	Salary of Librarian	\$1,989.19	8/15/22	PAYROLL
			Operating	Salary of Assistants	\$4,821.49		
				<b>Total this claim</b>	<b>\$6,810.68</b>		
0	217	PERF	PERF	Payroll Withholding	\$0.00	8/15/22	PERF Deposit
			Operating	Employee Benefits	\$802.24		
				<b>Total this claim</b>	<b>\$802.24</b>		
0	234	PERF	PERF	Payroll Withholding	\$0.00	8/31/22	PERF Deposit
			Operating	Employee Benefits	\$848.37		
				<b>Total this claim</b>	<b>\$848.37</b>		
0	251	Alliance Bank	Operating	Other Services and Charges	\$12.16	8/31/22	Direct Deposit charge
				<b>Total this claim</b>	<b>\$12.16</b>		
0	236	Indiana Dept. of Revenue	STATE	Payroll Withholding	\$459.81	8/31/22	State and County Tax Deposit
			COUNTY	Payroll Withholding	\$280.70		
				<b>Total this claim</b>	<b>\$740.51</b>		
0	237	Internal Revenue Service	FEDERAL	Payroll Withholding	\$1,067.63	8/31/22	Federal Tax Deposit
			FICA	Payroll Withholding	\$857.22		
			MEDICARE	Payroll Withholding	\$200.48		
			Operating	Employee Benefits	\$857.22		
			Operating	Employee Benefits	\$200.48		
				<b>Total this claim</b>	<b>\$3,163.03</b>		
23407	219	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$2,699.31	8/15/22	
				<b>Total this claim</b>	<b>\$2,699.31</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
23408	220	ARAB TERMITE & PEST CONT	Operating	Other Services and Charges	\$57.00	8/15/22	
				<b>Total this claim</b>	\$57.00		
23409	221	Baker & Taylor	Operating	Books	\$796.92	8/15/22	
				<b>Total this claim</b>	\$796.92		
23410	222	Barbara Rayburn	Operating	Communication and Transportati	\$22.82	8/15/22	mileage
				<b>Total this claim</b>	\$22.82		
23411	223	Cardinal Office Products	Operating	Other Services and Charges	\$95.00	8/15/22	Ricoh Digital printer lease
				<b>Total this claim</b>	\$95.00		
23412	224	CENGAGE Learning/ Gale	Operating	Books	\$30.39	8/15/22	
				<b>Total this claim</b>	\$30.39		
23413	225	Center Point Large Print	Operating	Books	\$293.44	8/15/22	
				<b>Total this claim</b>	\$293.44		
23414	226	Demco	Operating	Library Supplies	\$278.12	8/15/22	
				<b>Total this claim</b>	\$278.12		
23415	227	Laura E. Burcham	Operating	Salary of Custodian	\$150.00	8/15/22	Aug 1 - 15 cleaning
				<b>Total this claim</b>	\$150.00		
23416	228	Midwest Tape, LLC	Operating	Nonprint Materials	\$36.23	8/15/22	
				<b>Total this claim</b>	\$36.23		
23417	229	Monon Telephone Co.	Operating	Communication and Transportati	\$223.88	8/15/22	
				<b>Total this claim</b>	\$223.88		
23418	230	Town of Monon	Operating	Utility Services	\$70.83	8/15/22	
				<b>Total this claim</b>	\$70.83		
23419	231	Professional Interiors	Rainy Day Fund	Repairs and Maintenance	\$2,114.37	8/15/22	
				<b>Total this claim</b>	\$2,114.37		

<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>
23420	232	WhenToWork, Inc.	Operating	Other Services and Charges	\$110.00	8/15/22	On-line scheduling
				<b>Total this claim</b>	\$110.00		
23421	233	NIPSCO	Operating	Utility Services	\$1,797.49	8/15/22	
				<b>Total this claim</b>	\$1,797.49		
23422	238	Baker & Taylor	Operating	Books	\$336.57	8/31/22	
				<b>Total this claim</b>	\$336.57		
23423	239	CENGAGE Learning/ Gale	Operating	Books	\$151.95	8/31/22	
				<b>Total this claim</b>	\$151.95		
23424	240	Center Point Large Print	Operating	Books	\$99.85	8/31/22	
				<b>Total this claim</b>	\$99.85		
23425	241	Demco	Operating	Library Supplies	\$122.06	8/31/22	
				<b>Total this claim</b>	\$122.06		
23426	242	Indiana Newspapers, Inc.	Operating	Periodicals and Newspapers	\$4.22	8/31/22	
				<b>Total this claim</b>	\$4.22		
23427	243	Indiana State Library	Evergreen Indiana Pass	Other	\$24.56	8/31/22	
				<b>Total this claim</b>	\$24.56		
23428	244	Laura E. Burcham	Operating	Salary of Custodian	\$150.00	8/31/22	Cleaning Aug 16-31
				<b>Total this claim</b>	\$150.00		
23429	245	Midwest Tape, LLC	Operating	Nonprint Materials	\$12.99	8/31/22	
				<b>Total this claim</b>	\$12.99		
23430	246	PSI Plastic Graphics	Operating	Library Supplies	\$175.00	8/31/22	barcode labels
				<b>Total this claim</b>	\$175.00		

<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>
23431	247	SYNCB/AMAZON	Operating	Nonprint Materials	\$549.80	8/31/22	
			Operating	Books	\$32.89		
			Operating	Furniture and Equipment	\$179.99		
			Operating	Library Supplies	\$619.88		
				<b>Total this claim</b>	<b>\$1,382.56</b>		
23432	248	VISA	Operating	E Book Services & Hoopla	\$325.00	8/31/22	
			Operating	Other Services and Charges	\$50.00		
				<b>Total this claim</b>	<b>\$375.00</b>		
23433	249	Youngs Lawn Care	Operating	Repairs and Maintenance	\$827.50	8/31/22	
				<b>Total this claim</b>	<b>\$827.50</b>		
23434	250	ENA Services LLC	Operating	Communication and Transportati	\$317.86	8/31/22	
			State Technology Fund	Other	\$35.22		
				<b>Total this claim</b>	<b>\$353.08</b>		



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

Total Amount of Claims      \$32,203.13

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.

Thursday, September 1, 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  pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 12<sup>th</sup> day of September 2022.

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**SIGNATURES OF GOVERNING BOARD**

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

# Appropriation Report for 100 Operating

Monon Town & Township Public Library

Report Date: From 8/1/22 To 8/31/22

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>I. Personal Services</b>							
1.01 Salary of Librarian	\$50,000.00	\$0.00	\$50,000.00	\$3,978.38	\$31,247.64	\$18,752.36	37.5
1.02 Salary of Assistants	\$110,000.00	\$0.00	\$110,000.00	\$9,847.30	\$74,498.27	\$35,501.73	32.3
1.03 Salary of Custodian	\$7,500.00	\$0.00	\$7,500.00	\$300.00	\$1,620.00	\$5,880.00	78.4
1.04 Employee Benefits	\$50,000.00	\$0.00	\$50,000.00	\$5,407.62	\$42,415.58	\$7,584.42	15.2
<b>Subtotal</b>	<b>\$217,500.00</b>		<b>\$217,500.00</b>	<b>\$19,533.30</b>	<b>\$149,781.49</b>	<b>\$67,718.51</b>	<b>31.1</b>
<b>2. Supplies</b>							
2.02 Cleaning and Sanitation Supplies	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$425.44	\$2,074.56	83.0
2.04 Library Supplies	\$6,000.00	\$0.00	\$6,000.00	\$1,195.06	\$4,046.60	\$1,953.40	32.6
<b>Subtotal</b>	<b>\$8,500.00</b>		<b>\$8,500.00</b>	<b>\$1,195.06</b>	<b>\$4,472.04</b>	<b>\$4,027.96</b>	<b>47.4</b>
<b>3. Other Services and Charge</b>							
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	\$564.56	\$2,365.00	\$9,935.00	80.8
3.03 Printing and Advertising	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.04 Library Insurance	\$8,400.00	\$0.00	\$8,400.00	\$0.00	\$170.00	\$8,230.00	98.0
3.05 Utility Services	\$21,000.00	\$0.00	\$21,000.00	\$1,868.32	\$12,672.54	\$8,327.46	39.7
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$827.50	\$6,933.90	\$13,066.10	65.3
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	\$0.00	\$364.27	\$635.73	63.6
3.09 Other Services and Charges	\$14,000.00	\$0.00	\$14,000.00	\$324.16	\$8,765.65	\$5,234.35	37.4
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	\$325.00	\$325.00	\$6,375.00	95.1

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!
<b>Subtotal</b>	\$90,900.00		\$90,900.00	\$3,909.54	\$32,253.12	\$58,646.88	64.5
<b>4. Capital Outlays</b>							
4.02 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$179.99	\$4,896.71	\$10,103.29	67.4
4.03 Books	\$23,000.00	\$0.00	\$23,000.00	\$1,742.01	\$12,502.33	\$10,497.67	45.6
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$4.22	\$1,330.57	\$2,169.43	62.0
4.05 Nonprint Materials	\$8,500.00	\$0.00	\$8,500.00	\$599.02	\$3,858.47	\$4,641.53	54.6
<b>Subtotal</b>	\$50,000.00		\$50,000.00	\$2,525.24	\$22,588.08	\$27,411.92	54.8
<b>Grand Total</b>	\$366,900.00	\$0.00	\$366,900.00	\$27,163.14	\$209,094.73	\$157,805.27	43.0

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

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

Report Date: From 8/1/22 To 8/31/22

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>3. Other Services and Charge</b>							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$2,114.37	\$4,228.74	\$20,771.26	83.1
3.2 2021 Encumbered Funds	\$24,730.00	\$0.00	\$24,730.00	\$0.00	\$24,730.00	\$0.00	0.0
<b>Subtotal</b>	<b>\$49,730.00</b>		<b>\$49,730.00</b>	<b>\$2,114.37</b>	<b>\$28,958.74</b>	<b>\$20,771.26</b>	<b>41.8</b>
<b>4. Capital Outlays</b>							
4.02 Furniture and Equipment	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
<b>Subtotal</b>	<b>\$25,000.00</b>		<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>100.0</b>
<b>Grand Total</b>	<b>\$74,730.00</b>	<b>\$0.00</b>	<b>\$74,730.00</b>	<b>\$2,114.37</b>	<b>\$28,958.74</b>	<b>\$45,771.26</b>	<b>61.2</b>

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

# Appropriation Report for 400 Library Improvement Reserve F

## Monon Town & Township Public Library

Report Date: From 8/1/22 To 8/31/22

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.04 Employee Benefits	\$8,947.00	\$0.00	\$8,947.00	\$0.00	\$0.00	\$8,947.00	100.0
<b>Subtotal</b>	<b>\$8,947.00</b>		<b>\$8,947.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,947.00</b>	<b>100.0</b>
<i>3. Other Services and Charge</i>							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$1,000.00	\$24,000.00	96.0
<b>Subtotal</b>	<b>\$25,000.00</b>		<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$24,000.00</b>	<b>96.0</b>
<i>4. Capital Outlays</i>							
4.02 Furniture and Equipment	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
<b>Subtotal</b>	<b>\$3,000.00</b>		<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>100.0</b>
<b>Grand Total</b>	<b>\$36,947.00</b>	<b>\$0.00</b>	<b>\$36,947.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$35,947.00</b>	<b>97.3</b>

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

# Bank Balances

Date Printed: 9/1/22

## Monon Town & Township Public Library

Report Dates = 8/1/22 to 8/31/22

<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	\$187,182.37	\$15,660.57	\$32,203.13	\$170,639.81
2 Alliance Bank 93548	\$267,153.66	\$314,151.45	\$100.59	\$0.00	\$314,252.04
3 Alliance Bank 93556	\$135,020.32	\$181,440.64	\$72.50	\$0.00	\$181,513.14
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
<b>Total all banks =</b>	<b>\$1,122,111.23</b>	<b>\$1,142,774.46</b>	<b>\$15,833.66</b>	<b>\$32,203.13</b>	<b>\$1,126,404.99</b>

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

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

Report Dates = **8/1/22 to 8/31/22**

<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>
<b>1. General</b>						
100 Operating	\$470,173.48	\$27,163.14	\$314,802.63	\$11,772.61	\$247,023.29	\$402,394.14
<b>Subtotal</b>	<b>\$470,173.48</b>	<b>\$27,163.14</b>	<b>\$314,802.63</b>	<b>\$11,772.61</b>	<b>\$247,023.29</b>	<b>\$402,394.14</b>
<b>2. Special Revenue</b>						
200 Memorial/Gift Fund	\$7,255.55	\$0.00	\$2,140.57	\$30.77	\$581.37	\$5,696.35
201 Rainy Day Fund	\$370,277.75	\$2,114.37	\$32,367.36	\$91.94	\$50,462.11	\$388,372.50
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$0.00	\$35.22	\$3,696.54	\$0.00	\$3,696.54	\$0.00
276 Annie Horton Advisory Grant Fund	\$1,029.99	\$0.00	\$696.25	\$1,000.00	\$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
<b>Subtotal</b>	<b>\$373,140.66</b>	<b>\$2,149.59</b>	<b>\$46,525.47</b>	<b>\$1,122.71</b>	<b>\$70,787.40</b>	<b>\$397,402.59</b>
<b>4. Capital Projects</b>						
400 Library Improvement Reserve Fund	\$278,681.19	\$0.00	\$7,531.73	\$72.50	\$55,343.90	\$326,493.36
<b>Subtotal</b>	<b>\$278,681.19</b>	<b>\$0.00</b>	<b>\$7,531.73</b>	<b>\$72.50</b>	<b>\$55,343.90</b>	<b>\$326,493.36</b>
<b>5. Clearing</b>						
800 PLAC Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 Evergreen Indiana Pass Through Fund	\$115.90	\$24.56	\$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	\$1,067.63	\$8,163.02	\$1,067.63	\$8,163.02	\$0.00
804 FICA	\$0.00	\$857.22	\$6,573.08	\$857.22	\$6,573.08	\$0.00
805 MEDICARE	\$0.00	\$200.48	\$1,537.28	\$200.48	\$1,537.28	\$0.00
806 STATE	\$0.00	\$459.81	\$3,577.81	\$459.81	\$3,577.81	\$0.00
807 COUNTY	\$0.00	\$280.70	\$2,191.31	\$280.70	\$2,191.31	\$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
<b>Subtotal</b>	<b>\$115.90</b>	<b>\$2,890.40</b>	<b>\$24,597.78</b>	<b>\$2,865.84</b>	<b>\$24,596.78</b>	<b>\$114.90</b>
<b>Grand Total</b>	<b>\$1,122,111.23</b>	<b>\$32,203.13</b>	<b>\$393,457.61</b>	<b>\$15,833.66</b>	<b>\$397,751.37</b>	<b>\$1,126,404.99</b>

**Total all banks = \$1,126,404.99**

**Monon Town & Township Public Library**

Report Dates = 8/1/22 to 8/31/22

<b>Receipt Summaries for :</b>			<b>100</b>	<b>Operating</b>
<i>Account</i>		<i>This Month</i>		<i>YTD</i>
110	LIBERTY TOWNSHIP CARDS			\$2,325.00
130	FINES AND FEES	\$90.11		\$588.03
132	COPIES	\$107.40		\$607.62
150	LOF PROPERTY TAXES			\$123,819.90
152	LOCAL INCOME TAX (LIT)	\$11,504.00		\$102,537.00
153	LOF MISC RECEIPT			\$2,186.00
154	LOF LICENSE EXCISE			\$7,276.34
155	LOF FINANCIAL INSTITUTION TAX			\$259.16
156	LOF SAVINGS INTEREST	\$7.88		\$38.52
157	LOF INTEREST FROM CD	\$57.98		\$198.42
158	LOF CHECKING INTEREST	\$5.24		\$24.95
159	LOF CVET			\$687.00
401	EXAMINATION OF RECORDS			(\$3,465.00)
701	INTERFUND TRANSFER			\$9,940.35
1000	VOID			\$0.00
			<u>\$11,772.61</u>	<u>\$247,023.29</u>

<b>Receipt Summaries for :</b>			<b>200</b>	<b>Memorial/Gift Fund</b>
<i>Account</i>		<i>This Month</i>		<i>YTD</i>
302	MEMORIAL FUND RECEIPT	\$30.00		\$575.00
303	MEMORIAL GIFT FUND INTEREST	\$0.77		\$6.37
			<u>\$30.77</u>	<u>\$581.37</u>

<b>Receipt Summaries for :</b>			<b>201</b>	<b>Rainy Day Fund</b>
<i>Account</i>		<i>This Month</i>		<i>YTD</i>
701	INTERFUND TRANSFER			\$50,000.00
923	RAINY DAY INTEREST	\$33.96		\$268.81
924	RAINY DAY INTEREST FROM CD	\$57.98		\$193.30
			<u>\$91.94</u>	<u>\$50,462.11</u>

<b>Receipt Summaries for :</b>			<b>226</b>	<b>State Technology Fund Grant F</b>
<i>Account</i>		<i>This Month</i>		<i>YTD</i>
823	STATE TECH FUND GRANT FUND			\$3,696.54

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



\$3,696.54

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

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

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

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<b>Receipt Summaries for :</b>		<b>400</b>	<b>Library Improvement Reserve F</b>	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
405	LIRF SAVINGS INTEREST		\$24.61	\$183.05
406	LIRF INTEREST FROM CD		\$47.89	\$160.85
701	INTERFUND TRANSFER			\$55,000.00
			\$72.50	\$55,343.90

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

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<b>Receipt Summaries for :</b>		<b>803</b>	<b>FEDERAL</b>	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$1,067.63	\$8,163.02
			\$1,067.63	\$8,163.02

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

Printed On Thursday, September 1, 2022

<b>Receipt Summaries for :</b>		<b>804</b>	<b>FICA</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$857.22	\$6,573.08
		\$857.22	\$6,573.08

<b>Receipt Summaries for :</b>		<b>805</b>	<b>MEDICARE</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$200.48	\$1,537.28
		\$200.48	\$1,537.28

<b>Receipt Summaries for :</b>		<b>806</b>	<b>STATE</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$459.81	\$3,577.81
		\$459.81	\$3,577.81

<b>Receipt Summaries for :</b>		<b>807</b>	<b>COUNTY</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$280.70	\$2,191.31
		\$280.70	\$2,191.31

<b>Receipt Summaries for :</b>		<b>809</b>	<b>Other</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
1000	VOID		\$0.00
			\$0.00

<b>Receipt Summaries for :</b>		<b>810</b>	<b>Transfer Fund</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
702	INTERBANK TRANSFER		\$2,319.35
			\$2,319.35

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

Printed On Thursday, September 1, 2022

### **Librarian's Report – September 12, 2022**

The microfilm reader arrived on August 24, and some training was given to library staff. The Monticello library let us borrow one of their microfilm rolls to practice until we have some of our own.

All of the tech recycling items were picked up on August 31. We will be billed for anything they deem charge-worthy later.

We're still waiting on the tiling to be replaced with carpet, but the work should start soon. They plan to work mainly in the evening to limit interruptions to staff and patrons.

More work was completed on the landscaping with plants being put in this past month.

Work began on the front and side of the building this past month. The goal is still to have it completed by November 1.

Barbara finished compiling everything for the PERF audit this past week.

Barbara begins preschool storytimes for ages 3-6 on Thursdays 11-1130 on September 22. The library club for grades K-5 will be on Thursdays 3:15-4pm starting on the same day. She has one class visit the library on September 15, and is in talks to do more school visits herself.

For staffing reasons, Austin is requesting some changes to our hours for some upcoming dates. We also may need to adjust hours on short notice to cover staff illness as needed, such as we did this past week. On Halloween, Monday, October 31, to participate in the trunk or treat we would like to close the library at 4:30PM. Last year we did this, and again Austin is requesting that we close the Saturday after Thanksgiving as an unpaid day off for everyone (not a holiday). It will be difficult to cover it otherwise. Finally, the Christmas parade will be in the evening on Saturday, December 10, so we would like to move our hours later in the day. We'd close about an hour or so before the parade to participate – assuming it is at 5 or 6. The hours are not set in stone yet, Austin just wants to have leeway to make these changes as needed.

<b>Collection Area</b>	<b>August 2022 Circulation</b>	<b>August 2021 Circulation</b>	<b>August 2020 Circulation</b>
Adult Fiction	301	217	195
Adult Non-Fiction	53	21	42
Adult/Juvenile DVDs/Videos	141	129	145
Adult/Juvenile Audiobooks	2	9	3
Magazines	46	43	53
Juvenile Fiction	218	101	50
Juvenile Non-Fiction	18	8	6
Young Adult/Teen	15	13	21
Video Games	8	4	0
Hoopla	42	40	0
Overdrive (ebooks/e-audio)	191	255	206
Hotspots	39	9	0
Library of Things	4	0	0
<b>Total Circulation (# of checkouts)</b>	<b>1078</b>	<b>849</b>	<b>721</b>

## NOTICE TO TAXPAYERS

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

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

Notice is hereby given to taxpayers of **MONON PUBLIC LIBRARY, White County, Indiana** that the proper officers of **MONON PUBLIC LIBRARY** will conduct a public hearing on the year **2023** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **MONON PUBLIC LIBRARY** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **MONON PUBLIC LIBRARY** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **MONON PUBLIC LIBRARY** will meet to adopt the following budget:

Public Hearing Date	Monday, September 12, 2022
Public Hearing Time	4:00 PM
Public Hearing Location	427 N Market St Monon IN
Estimated Civil Max Levy	\$211,427
Property Tax Cap Credit Estimate	\$3,110

Adoption Meeting Date	Monday, October 10, 2022
Adoption Meeting Time	4:00 PM
Adoption Meeting Location	427 N Market St Monon IN

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
0061-RAINY DAY	\$46,749	\$0	\$0	\$0	
0101-GENERAL	\$396,550	\$211,427	\$0	\$201,359	5.00%
2011-LIBRARY IMPROVEMENT RESERVE	\$33,239	\$0	\$0	\$0	
Totals	\$476,538	\$211,427	\$0	\$201,359	

# Budget Form 1 - Budget Estimate

Year: 2023 County: White Unit: Monon Public Library

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0061 - RAINY DAY	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance		Repairs & Maintenance	\$25,000	\$25,000
0061 - RAINY DAY	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles		Furniture & Equipment	\$21,749	\$21,749
0061 - RAINY DAY	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
<b>0061 - RAINY DAY Total</b>						<b>\$46,749</b>	<b>\$46,749</b>
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Assistants	\$115,000	\$115,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Custodian	\$7,500	\$7,500
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Librarian	\$52,000	\$52,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employee Benefits	\$64,000	\$64,000
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies		Cleaning and Sanitation Supplies	\$2,750	\$2,750
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies		Library Supplies	\$6,250	\$6,250
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services		eBook Services & Hoopla	\$6,000	\$6,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services		Professional Services	\$2,000	\$2,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation		Communication & Transportation	\$12,300	\$12,300
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising		Printing & Advertising	\$500	\$500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance		Library Insurance	\$8,400	\$8,400
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services		Utility Services	\$22,000	\$22,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance		Repairs & Maintenance	\$20,000	\$20,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Rentals		Rentals	\$100	\$100
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges		Dues, Interest, & Taxes	\$1,250	\$1,250

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges		Other Services & Charges	\$18,000	\$18,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges		Transfer to LIRF	\$5,000	\$5,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles		Furniture/Equipment	\$15,000	\$15,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Other Capital Outlays		Periodicals and Newspapers	\$3,500	\$3,500
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Books	\$23,000	\$23,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Nonprint material	\$12,000	\$12,000
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
<b>0101 - GENERAL Total</b>						<b>\$396,550</b>	<b>\$396,550</b>
2011 - LIBRARY IMPROVEMENT RESERVE	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employee Benefits	\$8,239	\$8,239
2011 - LIBRARY IMPROVEMENT RESERVE	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance		Repairs & Maintenance	\$25,000	\$25,000
2011 - LIBRARY IMPROVEMENT RESERVE	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
<b>2011 - LIBRARY IMPROVEMENT RESERVE Total</b>						<b>\$33,239</b>	<b>\$33,239</b>
<b>UNIT TOTAL</b>						<b>\$476,538</b>	<b>\$476,538</b>