

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

1. Call to Order
2. Approval of June 10, 2024 Board Meeting
3. Claims/Payroll for June 2024 /Treasurer's Report
4. Librarian's Report

5. Personnel Report
 - a. Temporary Director's Permit

6. Old Business
 - a. Guttering
 - b. Air-Conditioning unit

7. New Business
 - a. CD Interest
 - b. Document scanning fee
 - c. ALA and FINRA Grant Award

8. Adjournment

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

**Monon Town and Township Public Library Board of Trustees Meeting
Monday, June 10, 2024, 4PM**

Present: Clark Raver, Lexi Taylor, Rosemary Cooley, Stan Minnick

Absent: Desi Kyle, Julie Hart, Jennifer Annis,

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

Minutes - Rosie Cooley made a motion to approve the May 6 board meeting minutes and Stan Minnick seconded. All were in favor, and the motion passed.

Finances/Treasurer's Report - Rosie Cooley made the motion to accept the financial reports, and sign the claims register. Lexi Taylor seconded the motion. All were in favor. The motion passed.

Librarian's report – Barbara – The library was open normal hours on Saturday, June 1, 2024 due to the Monon Food Fest being moved to Sunday, June 2, 2024. The employees that were scheduled to work at the Food Fest worked at the library instead. They did set up a table with flyers and prizes in the entry way of the library for anyone who stopped by on Saturday.

The east guttering continues to cause water problems. The south side guttering may need to be replaced also. Employees have noticed water spraying out from the gutters on that side of the library. This could be linked to the children's area wall leaking. It is a possibility that all the gutters may need to be replaced. Barbara has contacted Tri-County Guttering again and received no response. She then contact two other roofing/guttering companies in Lafayette. One company responded and then failed to give an estimate. Barbara contacted companies through the internet. Leaf-Filter Guttering will be here June 10, 2024 to give us an estimate. Leaf Filter's estimate of \$9,912 /90 days to clean, seal, re-align and reinforce guttering was discussed. Rosie Cooley made the motion to accept the estimate. Stan Minnick seconded the motion. All were in favor. The motion passed.

Barbara contacted Sal's Lawn Care and Landscaping in Monon to receive an estimate on laying weed barrier and mulch in the front of the library and on the north side of the library. Sal will be giving us an estimate on the cost.

Sal's estimate was for \$300 to weed and put down mulch in the front of the library and on the area on the north side of the library. Stan Minnick made the motion to accept Sal's Landscaping's estimate. Lexi Taylor seconded the motion. All were in favor. The motion passed.

Adult Summer Reading will be starting June 6, 2024 to July 18, 2024. There will be two different Bingo cards available. One prize per patron will be given. The prize is a stainless steel 16 oz. tumbler with the Monon Town & Township Public Library logo on it.

The May 2024 Adult fiction numbers are lower than previous years however our e-book counts are significantly higher. These lower numbers may be directly connected to patrons using more on-line items or it may be connected to putting 6 month age protection on some of our new popular books instead of a 3 month age protection that had been used the last few years. Barbara felt that these new popular books should remain for our patrons for 6 months instead of allowing them to be inter-library loaned at 3 months.

NIPSCO will be changing our gas meter on June 12th or a day or two after. They will be working outside and also coming into the library to make sure any pilot lights are lit. (Hot water heater, furnaces). This will be an interruption for the gas and not the electric service.

Laura - Mr. Hoover's middle school class from North White toured the library on May 16, 2024, during the community service day in Monon.

Summer Reading programs for the Preschool and K-5 groups start on June 6 and Beyond Summer Reading for the teens starts on June 11. Several children who are not able to attend the programs on Thursdays have already stopped by to pick up their reading logs so they can read for prizes.

Lexi Taylor made a motion to adjourn the meeting at 4:40 PM and Rosie Cooley seconded. All present were in favor, and the motion passed. The next meeting: Monday, July 8, at 4PM.

Clark Raver, President

Rosemary Cooley, Secretary

Register Of Claims

Monon Town & Township Public Library

Report Date: From 6/1/24 To 6/30/24

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|----------------|--------------|-------------------------------|--------------------|---------------------------------|-------------------|---------|------------------------------|
| 0 | 182 | VISA | Operating | Library Supplies | \$449.98 | 6/30/24 | |
| | | | Operating | Cleaning and Sanitation Supplie | \$163.47 | | |
| | | | Memorial/Gift Fund | Memorial | \$336.59 | | |
| | | | | Total this claim | \$950.04 | | |
| 0 | 188 | Indiana Dept. of Revenue | STATE | Payroll Withholding | \$389.47 | 6/30/24 | State and County Tax Deposit |
| | | | COUNTY | Payroll Withholding | \$258.90 | | |
| | | | | Total this claim | \$648.37 | | |
| 0 | 187 | Internal Revenue Service | Operating | Employee Benefits | \$753.20 | 6/30/24 | Federal Tax Deposit |
| | | | Operating | Employee Benefits | \$176.15 | | |
| | | | FEDERAL | Payroll Withholding | \$951.21 | | |
| | | | FICA | Payroll Withholding | \$753.20 | | |
| | | | MEDICARE | Payroll Withholding | \$176.15 | | |
| | | | | Total this claim | \$2,809.91 | | |
| 0 | 186 | Payroll | Operating | Salary of Librarian | \$2,130.83 | 6/30/24 | PAYROLL |
| | | | Operating | Salary of Assistants | \$3,667.71 | | |
| | | | Operating | Salary of Custodian | \$266.24 | | |
| | | | | Total this claim | \$6,064.78 | | |
| 0 | 185 | PERF | Operating | Employee Benefits | \$668.72 | 6/30/24 | PERF Deposit |
| | | | PERF | Payroll Withholding | \$0.00 | | |
| | | | | Total this claim | \$668.72 | | |
| 0 | 158 | Anthem Blue Cross Blue Shield | Operating | Employee Benefits | \$2,366.29 | 6/15/24 | paid on-line |
| | | | | Total this claim | \$2,366.29 | | |
| 0 | 189 | Alliance Bank | Operating | Other Services and Charges | \$12.04 | 6/30/24 | Direct Deposit charge |
| | | | | Total this claim | \$12.04 | | |

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|----------------|--------------|----------------------------|------------------------|----------------------------|-------------------|---------|--|
| 0 | 157 | Alliance Bank | Operating | Rentals | \$25.00 | 6/15/24 | |
| | | | | Total this claim | \$25.00 | | |
| 0 | 167 | NIPSCO | Operating | Utility Services | \$848.97 | 6/15/24 | paid on-line |
| | | | | Total this claim | \$848.97 | | |
| 0 | 169 | Payroll | Operating | Salary of Librarian | \$2,130.83 | 6/15/24 | PAYROLL |
| | | | Operating | Salary of Assistants | \$3,728.06 | | |
| | | | Operating | Salary of Custodian | \$224.64 | | |
| | | | | Total this claim | \$6,083.53 | | |
| 0 | 170 | Alliance Bank | Library Improvement Re | Interfund Transfers | \$9,912.00 | 6/15/24 | Transfer of funds from LIRF (93556) to Operating (80926) for Leaf filter Guttering |
| | | | | Total this claim | \$9,912.00 | | |
| 0 | 168 | PERF | Operating | Employee Benefits | \$632.78 | 6/15/24 | PERF Deposit |
| | | | PERF | Payroll Withholding | \$0.00 | | |
| | | | | Total this claim | \$632.78 | | |
| 0 | 171 | VOID | Other | Other | \$0.00 | 6/19/24 | |
| | | | | Total this claim | \$0.00 | | |
| 23937 | 159 | AVC Technology Corporation | Operating | Other Services and Charges | \$1,184.00 | 6/15/24 | |
| | | | | Total this claim | \$1,184.00 | | |
| 23938 | 160 | Baker & Taylor | Operating | Books | \$900.05 | 6/15/24 | |
| | | | | Total this claim | \$900.05 | | |
| 23939 | 161 | Cardinal Office Products | Operating | Library Supplies | \$15.00 | 6/15/24 | Leasing-RICOH COLOR |
| | | | Operating | Other Services and Charges | \$95.00 | | |
| | | | | Total this claim | \$110.00 | | |
| 23940 | 162 | ENA Services LLC | State Technology Fund | Other | \$52.08 | 6/15/24 | |
| | | | | Total this claim | \$52.08 | | |

| <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> |
|-----------------------|---------------------|--------------------------------|-----------------------|---|-----------------------------|-------------|---------------------|
| 23941 | 163 | hoopla | Operating | E Book Services & Hoopla Total this claim | <u>\$71.17</u> \$71.17 | 6/15/24 | |
| 23942 | 164 | Midwest Tape, LLC | Operating | Nonprint Materials Total this claim | <u>\$52.48</u> \$52.48 | 6/15/24 | |
| 23943 | 165 | Monon Utilities | Operating | Utility Services Total this claim | <u>\$95.48</u> \$95.48 | 6/15/24 | |
| 23944 | 166 | Monon Telephone Co. | Operating | Communication and Transportati Total this claim | <u>\$169.22</u> \$169.22 | 6/15/24 | |
| 23945 | 172 | Anthem Life | Operating | Employee Benefits Total this claim | <u>\$33.75</u> \$33.75 | 6/30/24 | |
| 23946 | 173 | Baker & Taylor | Operating | Books Total this claim | <u>\$540.39</u> \$540.39 | 6/30/24 | |
| 23947 | 174 | Center Point Large Print | Operating | Books Total this claim | <u>\$176.59</u> \$176.59 | 6/30/24 | |
| 23948 | 175 | Evergreen Indiana-ISL Foundati | Operating | Other Services and Charges Total this claim | <u>\$190.95</u> \$190.95 | 6/30/24 | RDA Toolkit license |
| 23949 | 176 | CENGAGE Learning/ Gale | Operating | Books Total this claim | <u>\$163.95</u> \$163.95 | 6/30/24 | |
| 23950 | 177 | Midwest Tape, LLC | Operating | Nonprint Materials Total this claim | <u>\$44.23</u> \$44.23 | 6/30/24 | |
| 23951 | 178 | Mr. Jim | Annie Horton Advisory | Other Total this claim | <u>\$400.00</u> \$400.00 | 6/30/24 | magic show |
| 23952 | 179 | Sal's Lawn Care & Landscaping | Operating | Repairs and Maintenance Total this claim | <u>\$400.00</u> \$400.00 | 6/30/24 | landscaping |

Warrant Claim

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|----------------|--------------|-------------------------|-----------|--------------------------------|--------------------|---------|-------------|
| 23953 | 180 | Quill LLC | Operating | Library Supplies | \$73.98 | 6/30/24 | |
| | | | | Total this claim | \$73.98 | | |
| 23954 | 181 | Petty Cash | Operating | Communication and Transportati | \$1.87 | 6/30/24 | postage |
| | | | Operating | Cleaning and Sanitation Supply | \$9.75 | | |
| | | | | Total this claim | \$11.62 | | |
| 23955 | 183 | Five Star Plumbing, LLC | Operating | Repairs and Maintenance | \$190.00 | 6/30/24 | |
| | | | | Total this claim | \$190.00 | | |
| 23956 | 184 | Quill LLC | Operating | Library Supplies | \$529.98 | 6/30/24 | |
| | | | | Total this claim | \$529.98 | | |
| | | | | Total Amount of Claims | \$36,412.35 | | |

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.

Tuesday, July 9, 2024

Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

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

Appropriation Report for 100 Operating

Monon Town & Township Public Library

Report Date: From 6/1/24 To 6/30/24

| 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 | \$130,000.00 | \$0.00 | \$130,000.00 | \$4,261.66 | \$26,392.38 | \$103,607.62 | 79.7 |
| 1.02 Salary of Assistants | \$63,000.00 | \$0.00 | \$63,000.00 | \$7,395.77 | \$43,264.80 | \$19,735.20 | 31.3 |
| 1.03 Salary of Custodian | \$7,000.00 | \$0.00 | \$7,000.00 | \$490.88 | \$3,024.32 | \$3,975.68 | 56.8 |
| 1.04 Employee Benefits | \$68,000.00 | \$0.00 | \$68,000.00 | \$4,630.89 | \$26,348.32 | \$41,651.68 | 61.3 |
| Subtotal | \$268,000.00 | | \$268,000.00 | \$16,779.20 | \$99,029.82 | \$168,970.18 | 63.0 |
| 2. Supplies | | | | | | | |
| 2.01 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | #Num! |
| 2.02 Cleaning and Sanitation Supplies | \$2,800.00 | \$0.00 | \$2,800.00 | \$173.22 | \$693.69 | \$2,106.31 | 75.2 |
| 2.04 Library Supplies | \$6,300.00 | \$0.00 | \$6,300.00 | \$1,068.94 | \$4,126.15 | \$2,173.85 | 34.5 |
| Subtotal | \$9,100.00 | | \$9,100.00 | \$1,242.16 | \$4,819.84 | \$4,280.16 | 47.0 |
| 3. Other Services and Charge | | | | | | | |
| 3.01 Professional Services | \$2,100.00 | \$0.00 | \$2,100.00 | \$0.00 | \$0.00 | \$2,100.00 | 100.0 |
| 3.02 Communication and Transportation | \$12,500.00 | \$0.00 | \$12,500.00 | \$171.09 | \$1,503.49 | \$10,996.51 | 88.0 |
| 3.03 Printing and Advertising | \$500.00 | \$0.00 | \$500.00 | \$0.00 | \$0.00 | \$500.00 | 100.0 |
| 3.04 Library Insurance | \$8,600.00 | \$0.00 | \$8,600.00 | \$0.00 | \$0.00 | \$8,600.00 | 100.0 |
| 3.05 Utility Services | \$22,500.00 | \$0.00 | \$22,500.00 | \$944.45 | \$5,716.58 | \$16,783.42 | 74.6 |
| 3.06 Repairs and Maintenance | \$20,500.00 | \$0.00 | \$20,500.00 | \$590.00 | \$9,169.37 | \$11,330.63 | 55.3 |
| 3.07 Rentals | \$100.00 | \$0.00 | \$100.00 | \$25.00 | \$25.00 | \$75.00 | 75.0 |
| 3.08 Dues, Interest, Taxes | \$1,500.00 | \$0.00 | \$1,500.00 | \$0.00 | \$90.00 | \$1,410.00 | 94.0 |
| 3.09 Other Services and Charges | \$30,000.00 | \$0.00 | \$30,000.00 | \$1,481.99 | \$13,478.11 | \$16,521.89 | 55.1 |
| 3.1 Transfer to Library Improvement Reserve | \$5,000.00 | \$0.00 | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | 100.0 |

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent Remain |
|---------------------------------|----------------------|-------------------------|-----------------------|--------------------------|---------------------|---------------------|----------------|
| 3.11 E Book Services & Hoopla | \$6,000.00 | \$0.00 | \$6,000.00 | \$71.17 | \$1,604.87 | \$4,395.13 | 73.3 |
| Subtotal | \$109,300.00 | | \$109,300.00 | \$3,283.70 | \$31,587.42 | \$77,712.58 | 71.1 |
| 4. Capital Outlays | | | | | | | |
| 4.02 Furniture and Equipment | \$15,000.00 | \$0.00 | \$15,000.00 | \$0.00 | \$919.90 | \$14,080.10 | 93.9 |
| 4.03 Books | \$23,500.00 | \$0.00 | \$23,500.00 | \$1,780.98 | \$9,067.99 | \$14,432.01 | 61.4 |
| 4.04 Periodicals and Newspapers | \$3,500.00 | \$0.00 | \$3,500.00 | \$0.00 | \$1,179.74 | \$2,320.26 | 66.3 |
| 4.05 Nonprint Materials | \$12,250.00 | \$0.00 | \$12,250.00 | \$96.71 | \$1,323.15 | \$10,926.85 | 89.2 |
| Subtotal | \$54,250.00 | | \$54,250.00 | \$1,877.69 | \$12,490.78 | \$41,759.22 | 77.0 |
| Grand Total | \$440,650.00 | \$0.00 | \$440,650.00 | \$23,182.75 | \$147,927.86 | \$292,722.14 | 66.4 |

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 6/1/24 To 6/30/24

| 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 | \$2,500.00 | \$0.00 | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | 100.0 |
| Subtotal | \$2,500.00 | | \$2,500.00 | \$0.00 | \$0.00 | \$2,500.00 | 100.0 |
| <i>3. Other Services and Charge</i> | | | | | | | |
| 3.06 Repairs and Maintenance | \$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 | \$27,500.00 | \$0.00 | \$27,500.00 | \$0.00 | \$0.00 | \$27,500.00 | 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 6/1/24 To 6/30/24

| Account # Description | Annual Appropriation | Change to Appropriation | Current Appropriation | Disbursements This Month | Disbursements YTD | Balance | Percent Remain |
|-------------------------------------|----------------------|-------------------------|-----------------------|--------------------------|-------------------|--------------------|----------------|
| <i>I. Personal Services</i> | | | | | | | |
| 1.04 Employee Benefits | \$2,448.00 | \$0.00 | \$2,448.00 | \$0.00 | \$0.00 | \$2,448.00 | 100.0 |
| Subtotal | \$2,448.00 | | \$2,448.00 | \$0.00 | \$0.00 | \$2,448.00 | 100.0 |
| <i>3. Other Services and Charge</i> | | | | | | | |
| 3.06 Repairs and Maintenance | \$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 | \$27,448.00 | \$0.00 | \$27,448.00 | \$0.00 | \$0.00 | \$27,448.00 | 100.0 |

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 = 6/1/24 to 6/30/24

| <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 | \$518,715.47 | \$23,182.75 | \$247,941.84 | \$167,127.83 | \$282,772.50 | \$553,546.13 |
| Subtotal | \$518,715.47 | \$23,182.75 | \$247,941.84 | \$167,127.83 | \$282,772.50 | \$553,546.13 |
| 2. Special Revenue | | | | | | |
| 200 Memorial/Gift Fund | \$6,990.25 | \$336.59 | \$617.74 | \$0.84 | \$344.90 | \$6,717.41 |
| 201 Rainy Day Fund | \$356,736.87 | \$0.00 | \$0.00 | \$30.88 | \$51,462.47 | \$408,199.34 |
| 203 Levy Excess Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 226 State Technology Fund Grant Fund | \$1,963.51 | \$52.08 | \$694.08 | \$0.00 | \$1,721.36 | \$2,990.79 |
| 275 Carroll White REMC Community | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 276 Annie Horton Advisory Grant Fund | \$1,882.78 | \$400.00 | \$600.60 | \$0.00 | \$1,000.00 | \$2,282.18 |
| 277 Indiana Humanities Grant Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 278 CARES Grant Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 279 ARPA Grant Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 280 LSTA Grant Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 281 Community Foundation of White County | \$2,122.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,122.50 |
| Subtotal | \$369,695.91 | \$788.67 | \$1,912.42 | \$31.72 | \$54,528.73 | \$422,312.22 |
| 4. Capital Projects | | | | | | |
| 400 Library Improvement Reserve Fund | \$304,454.15 | \$9,912.00 | \$9,912.00 | \$27.35 | \$50,642.76 | \$345,184.91 |
| Subtotal | \$304,454.15 | \$9,912.00 | \$9,912.00 | \$27.35 | \$50,642.76 | \$345,184.91 |
| 5. Clearing | | | | | | |
| 800 PLAC Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 801 Evergreen Indiana Pass Through Fund | \$114.90 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$114.90 |
| 802 Payroll fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 803 FEDERAL | \$0.00 | \$951.21 | \$5,595.48 | \$951.21 | \$5,595.48 | \$0.00 |
| 804 FICA | \$0.00 | \$753.20 | \$4,506.33 | \$753.20 | \$4,506.33 | \$0.00 |
| 805 MEDICARE | \$0.00 | \$176.15 | \$1,053.87 | \$176.15 | \$1,053.87 | \$0.00 |
| 806 STATE | \$0.00 | \$389.47 | \$2,343.32 | \$389.47 | \$2,343.32 | \$0.00 |
| 807 COUNTY | \$0.00 | \$258.90 | \$1,569.56 | \$258.90 | \$1,569.56 | \$0.00 |
| 808 PERF | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 809 Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 810 Transfer Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal | \$114.90 | \$2,528.93 | \$15,068.56 | \$2,528.93 | \$15,068.56 | \$114.90 |
| Grand Total | \$1,192,980.43 | \$36,412.35 | \$274,834.82 | \$169,715.83 | \$403,012.55 | \$1,321,158.16 |

Total all banks = \$1,321,158.16

Bank Balances

Date Printed: 7/1/24

Monon Town & Township Public Library

Report Dates = 6/1/24 to 6/30/24

| <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 | \$229,636.51 | \$122,416.07 | \$169,646.81 | \$26,500.35 | \$265,562.53 |
| 2 Alliance Bank 93548 | \$310,651.96 | \$362,131.24 | \$41.67 | \$0.00 | \$362,172.91 |
| 3 Alliance Bank 93556 | \$192,691.96 | \$243,307.37 | \$27.35 | \$9,912.00 | \$233,422.72 |
| 4 Alliance Bank 1000 | \$460,000.00 | \$460,000.00 | \$0.00 | \$0.00 | \$460,000.00 |
| Total all banks = | \$1,192,980.43 | \$1,187,854.68 | \$169,715.83 | \$36,412.35 | \$1,321,158.16 |

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

Monon Town & Township Public Library

Report Dates = 6/1/24 to 6/30/24

| Receipt Summaries for : | | | 100 | Operating |
|--------------------------------|-------------------------------|---------------------|------------|---------------------|
| <i>Account</i> | | <i>This Month</i> | | <i>YTD</i> |
| 109 | HONEY CREEK CARDS | | | \$400.00 |
| 110 | LIBERTY TOWNSHIP CARDS | | | \$2,340.00 |
| 130 | FINES AND FEES | \$60.35 | | \$473.64 |
| 132 | COPIES | \$103.30 | | \$1,080.91 |
| 150 | LOF PROPERTY TAXES | \$134,816.74 | | \$134,816.74 |
| 152 | LOCAL INCOME TAX (LIT) | \$14,243.67 | | \$118,731.02 |
| 153 | LOF MISC RECEIPT | | | \$15.67 |
| 154 | LOF LICENSE EXCISE | \$7,078.33 | | \$7,078.33 |
| 155 | LOF FINANCIAL INSTITUTION TAX | \$195.26 | | \$195.26 |
| 156 | LOF SAVINGS INTEREST | \$15.18 | | \$58.81 |
| 157 | LOF INTEREST FROM CD | | | \$6,951.40 |
| 158 | LOF CHECKING INTEREST | | | \$15.72 |
| 159 | LOF CVET | \$703.00 | | \$703.00 |
| 701 | INTERFUND TRANSFER | \$9,912.00 | | \$9,912.00 |
| | | <u>\$167,127.83</u> | | <u>\$282,772.50</u> |

| Receipt Summaries for : | | | 200 | Memorial/Gift Fund |
|--------------------------------|-----------------------------|-------------------|------------|---------------------------|
| <i>Account</i> | | <i>This Month</i> | | <i>YTD</i> |
| 302 | MEMORIAL FUND RECEIPT | | | \$340.93 |
| 303 | MEMORIAL GIFT FUND INTEREST | \$0.84 | | \$3.97 |
| | | <u>\$0.84</u> | | <u>\$344.90</u> |

| Receipt Summaries for : | | | 201 | Rainy Day Fund |
|--------------------------------|----------------------------|-------------------|------------|-----------------------|
| <i>Account</i> | | <i>This Month</i> | | <i>YTD</i> |
| 156 | LOF SAVINGS INTEREST | | | \$17.69 |
| 701 | INTERFUND TRANSFER | | | \$50,000.00 |
| 923 | RAINY DAY INTEREST | \$30.88 | | \$191.89 |
| 924 | RAINY DAY INTEREST FROM CD | | | \$1,252.89 |
| | | <u>\$30.88</u> | | <u>\$51,462.47</u> |

| Receipt Summaries for : | | | 226 | State Technology Fund Grant F |
|--------------------------------|---------------------------|-------------------|------------|--------------------------------------|
| <i>Account</i> | | <i>This Month</i> | | <i>YTD</i> |
| 821 | STATE TECHNOLOGY FUND GRA | | | \$1,721.36 |

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

\$1,721.36

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

| Receipt Summaries for : | | 400 | Library Improvement Reserve F | |
|--------------------------------|-----------------------|------------|--------------------------------------|-------------|
| <i>Account</i> | | | <i>This Month</i> | <i>YTD</i> |
| 405 | LIRF SAVINGS INTEREST | | \$27.35 | \$178.79 |
| 406 | LIRF INTEREST FROM CD | | | \$463.97 |
| 701 | INTERFUND TRANSFER | | | \$50,000.00 |
| | | | \$27.35 | \$50,642.76 |

| Receipt Summaries for : | | 803 | FEDERAL | |
|--------------------------------|----------------------|------------|-------------------|------------|
| <i>Account</i> | | | <i>This Month</i> | <i>YTD</i> |
| 400 | Payroll Withholdings | | \$951.21 | \$5,595.48 |
| | | | \$951.21 | \$5,595.48 |

| Receipt Summaries for : | | 804 | FICA | |
|--------------------------------|----------------------|------------|-------------------|------------|
| <i>Account</i> | | | <i>This Month</i> | <i>YTD</i> |
| 400 | Payroll Withholdings | | \$753.20 | \$4,506.33 |
| | | | \$753.20 | \$4,506.33 |

| Receipt Summaries for : | | 805 | MEDICARE | |
|--------------------------------|----------------------|------------|-------------------|------------|
| <i>Account</i> | | | <i>This Month</i> | <i>YTD</i> |
| 400 | Payroll Withholdings | | \$176.15 | \$1,053.87 |
| | | | \$176.15 | \$1,053.87 |

| Receipt Summaries for : | | 806 | STATE | |
|--------------------------------|----------------------|------------|-------------------|------------|
| <i>Account</i> | | | <i>This Month</i> | <i>YTD</i> |
| 400 | Payroll Withholdings | | \$389.47 | \$2,343.32 |
| | | | \$389.47 | \$2,343.32 |

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

Printed On Monday, July 1, 2024

Receipt Summaries for : 807 COUNTY

| <i>Account</i> | <i>This Month</i> | <i>YTD</i> |
|-----------------------------|-------------------|-------------------|
| 400 Payroll Withholdings | \$258.90 | \$1,569.56 |
| | <u>\$258.90</u> | <u>\$1,569.56</u> |

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

Printed On Monday, July 1, 2024

Librarian Report July 8, 2024

Barbara - 5 Star Plumbing and Heating arrived on June 17 and found the air-conditioning unit #4 not working. Roger Young failed to reply to their message as to which unit was having problems. They found that Unit #4 was shut off and there were no fuses in the fuse box. They had all been removed at some point to ensure that the unit wasn't turned on. Tribbett Electrical had to be called to provide fuses for the unit. 5 Star returned and replaced one or two switches on the unit. When turned on the unit kept tripping the fuses. 5 Star believes there is a short or bad wiring within the unit. They feel like this unit isn't needed in the library. The furnace unit was also shut off. This unit is an older unit that pulls the hot summer air inside to then cool it. They said that if the Program Room does not retain its temperature that they can create a run/duct work to carry air to this area. This would use an existing unit and we would not need to replace the unit #4 air-conditioning or furnace. 5 Star Plumbing & Heating believed that this unit was not necessary.

Sal's Lawn Care and Landscaping arrived on June 18, 2024. They pulled weeds, installed landscaping fabric and spread 4.0 yards of Cedar mulch. The cost was higher than the estimate given due to using cedar instead of the red mulch, adding the fabric layer and removing all the mulch in the north area and leveling the ground. The total cost was \$400. Barbara purchased four perennial plants from Norway Gardens and planted them before the landscaping was done. This filled in the areas that the plants were lost due to the construction done by the neighboring property.

Leaf-Filter was contacted on 6/26/24 to obtain a date for their crew to repair and seal the gutters. They will be here on July 9. We were told that there were other crews in the area in case they would need help. There is an area upstairs that is now leaking. It is located directly above the area that is leaking downstairs. It is where the addition to the library was added.

The library was awarded a grant through ALA and FINRA for Launch-pads. These are called "Financial Launch-pads". Barbara had a Zoom meeting with Midwest Account Manager on Monday June 17, 2024 about these. They are valued at \$145 each and the library will receive six of them. They have fun educational "money" games on them and will be a nice addition to the library.

Barbara has received her temporary director's permit. The Certificate was dated June 1, 2024 and will need to be renewed by June 1, 2025.

Barbara has been invited to the 2024 New Director Workshop at the Indiana State Library on Thursday, August 15. The workshop is an all-day event scheduled from 8:15am – 4pm. Due to the early start and length of the workshop Barbara has reserved

a room at the Sheraton Indianapolis City Centre Hotel on August 14. Total cost was \$125.32 through Expedia. There will be an additional follow-up webinar held on August 20 from 1pm – 4pm. Barbara will earn 9 LEUs during this workshop and webinar.

There is a new art print upstairs in honor of Pat Raver. It is located on the wall by the copy machine.

Alliance Bank will no longer be sending the library interest for our CDs via checks. We have an option of having them automatically deposit them into our banking account or they can be rolled back over into the CD.

Barbara would like to establish a fee for patrons scanning documents & send emails from our copy machine. Patrons are sending as many as 30 or more documents at a time. Monticello Library does not charge for scanning documents however the patron has to do this themselves. Barbara is proposing that if the patron uses the scanner by the public computers themselves there would be no fee. If the patron has us do it for them they would need to pay a minimal fee of 5 – 10 cents per sheet.

Laura- The summer reading programs are off to a great start - even without having electricity on the first day of summer reading! 12 children have attended Preschool Storytime and 17 children have attended the Summer Reading program for k-5th grade so far. Several children who are unable to attend the programs on Thursdays are also doing the reading challenge. 5 teens have attended the Beyond Summer Reading group and are enjoying the book, *Leviathan*, by Scott Westerfeld. Mr. Jim will be here on July 18 for a magic show to finish up our summer reading programs for 2024.

| Collection Area | June 2024 Circulation | June 2023 Circulation | June 2022 Circulation |
|---|------------------------------|------------------------------|------------------------------|
| Adult Fiction | 317 | 269 | 252 |
| Adult Non-Fiction | 59 | 132 | 56 |
| Adult/Juvenile DVDs/Videos | 155 | 151 | 203 |
| Adult/Juvenile Audiobooks | 12 | 1 | 3 |
| Magazines | 24 | 33 | 52 |
| Juvenile Fiction | 57 | 272 | 164 |
| Juvenile Non-Fiction | 19 | 40 | 21 |
| Young Adult/Teen | 25 | 27 | 15 |
| Video Games | 17 | 37 | 7 |
| Hoopla | 46 | 23 | 32 |
| Overdrive (ebooks/e-audio) | 319 | 257 | 229 |
| Hotspots | 5 | 20 | 23 |
| Library of Things | 6 | 5 | 2 |
| Spanish items | 0 | 1 | 0 |
| Total Circulation (# of checkouts) | 1061 | 1268 | 1059 |