

**Monon Town and Township Public Library
Board of Trustees
Meeting Agenda // March 11, 2024, 4PM EST**

1. Call to Order
2. Approval of February 12, 2024 Board Meeting & Board of Finance Minutes
3. Claims/Payroll for February 2024 /Treasurer's Report
4. Librarian's Report

5. Personnel Report
 - a. None

6. Old Business
 - a. Family Express construction

7. New Business
 - a. None

8. Adjournment

The next meeting is Monday, April 8, 2024 at 4PM.

Monon Town and Township Public Library Board of Trustees Meeting
Monday, February 12, 2024, 4PM

Present: Clark Raver, Julie Hart via speaker phone, Jennifer Annis, Stanley Minnick, Barbara Rayburn

Absent: Lexi Taylor, Desi Kyle, Rosemary Cooley

Call to Order: Called to order by Clark Raver at 4:15PM.

Minutes – Jennifer Annis made a motion to approve the January 8th board meeting minutes and the Board of Finance minutes. Stan Minnick seconded the motion. All were in favor, and the motion passed.

Finances/Treasurer's Report –Jennifer Annis made the motion to accept the financial reports, and sign the claims register. Julie Hart seconded the motion. All were in favor. The motion passed.

Librarian's report –T & D Property Specialist repaired the Front upstairs entry outside lights on December 28, 2023. The total charged was \$931.00. This repair needs to be formally approved retroactively by the board since this purchase was over the \$500 limit without board approval.

Mulhaupts repaired all entrance doors & thresholds on January 23, 2024. This will prevent water leakage under the doors. We were informed that the north downstairs entry door hydraulic door closing unit would need replaced soon. That in the next 6 months to contact them for repair. The next day hydraulic oil was leaking down the door. Mulhaupts arrived on January 29th and installed a new hydraulic unit and adjust the door latch. The cost was \$833. This is in addition to the threshold repair done on January 23rd. This work has already been completed. The hydraulic body closer repair needs to be formally approved retroactively by the board since this purchase was over the \$500 limit without board approval.

A motion was made to approve both T & D Property Specialist repair charge and Mulhaupts repair charge. It was noted that the back down stairs door hydraulic closer was now leaking oil and will need replaced.

The library closed at 5:00pm on Monday, January 22, 2024 due to the icy weather conditions.

The Family Express Construction was discussed. The construction crew has placed fencing and fence posts in the ground on the library's side of the property line. This ground was landscaped two years ago by Hannah Young for \$827.50.

Barbara has planned an employee Training Day on Good Friday, March 29, 2024. Trevor Stinson will provide Family & Friends CPR Certification for \$20 per employee. This will update our certification from two years ago. All employees will attend with the exception of Jacqui Hoover who will be gone on a mission trip. Barbara is requesting approval for the library to be closed and lunch from Agave Azul restaurant be provided. With the board's approval the meal would be paid out of the gift fund. Clark Raver stated that permission for this day each year had previously been approved. Julie Hart motioned to approve the meal cost and Jennifer Annis seconded the motion. All were in favor. The motion passed.

Youth Services Librarian – Laura’s Report

The Preschool Storytime and Library Club groups had a total of 15 children who attended over the last three weeks. The children in each group have enjoyed making polar puppets, hawk masks, felt car scenes, button moons, and painting sleds. The kindergarten through 5th graders have learned about red-tailed hawks and sled dog racing in Alaska. The preschoolers are learning new rhymes and songs each week. On February 15, we will be having someone from the International Crane Foundation come talk to the elementary children about the wetlands and the cranes.

The first Youth Advisory Group was held on February 6 and two teens attended. They enjoyed a snack while discussing books and guessing the answers to riddles. The teens competed to see who could get the most cotton balls in their baskets while blindfolded in one minute. The teens decided on a book to discuss during their next meeting and gave suggestions on other books they would like to read.

Personnel Report – Franklin Ramirez was hired as a Library Circulation Clerk on January 12, 2024

Old Business – None

New Business –

The Bank of Wolcott and Alliance Bank have updated the Monon Town & Township Public Library’s accounts to include Clark Raver, Jennifer Annis and Barbara Rayburn.

AdTec has completed the library’s ISL 471 application for E-Rate Funding Year 2024.
Annual Cost: \$18,480.00 for 500Mb Internet Access with Hosted Firewall.
90% E-Rate Discount: \$16,632.00
Out of Pocket Cost: \$1,848.00

The 2023 Gateway Annual Financial Report and the 2023 Indiana Public Library Annual Report are completed. A signature page will need to be signed and mailed.

Both of the Bank of Wolcott Certificates of Deposit will mature on 2/21/24. They will automatically renew if not redeemed. The new maturity date will be 2/21/25. Area banks interest rates were questioned and discussed.

Jennifer Annis made a motion to adjourn the meeting at 4:35pm and Stan Minnick seconded. All present were in favor, and the motion passed. The next regular meeting on Monday, March 11, 2024.

Clark Raver, President

Rosemary Cooley, Secretary

Register Of Claims
Monon Town & Township Public Library

Report Date: From 2/1/24 To 2/29/24

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	53	Payroll	Operating	Salary of Librarian	\$2,130.83	2/15/24	PAYROLL
			Operating	Salary of Assistants	\$3,764.59		
			Operating	Salary of Custodian	\$266.24		
				Total this claim	\$6,161.66		
0	52	PERF	Operating	Employee Benefits	\$663.49	2/15/24	PERF Deposit
			PERF	Payroll Withholding	\$0.00		
				Total this claim	\$663.49		
0	68	Alliance Bank	Operating	Other Services and Charges	\$12.16	2/29/24	direct deposit
				Total this claim	\$12.16		
0	67	Indiana Dept. of Revenue	STATE	Payroll Withholding	\$197.55	2/29/24	State and County Tax Deposit
			COUNTY	Payroll Withholding	\$131.34		
				Total this claim	\$328.89		
0	66	Internal Revenue Service	Operating	Employee Benefits	\$382.04	2/29/24	Federal Tax Deposit
			Operating	Employee Benefits	\$89.34		
			FEDERAL	Payroll Withholding	\$485.70		
			FICA	Payroll Withholding	\$382.04		
			MEDICARE	Payroll Withholding	\$89.34		
				Total this claim	\$1,428.46		
0	65	Indiana Dept. of Revenue	STATE	Payroll Withholding	\$188.73	2/29/24	State and County Tax Deposit
			COUNTY	Payroll Withholding	\$126.67		
				Total this claim	\$315.40		

<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>
0	64	Internal Revenue Service	Operating	Employee Benefits	\$360.96	2/29/24	Federal Tax Deposit
			Operating	Employee Benefits	\$84.42		
			FEDERAL	Payroll Withholding	\$436.12		
			FICA	Payroll Withholding	\$360.96		
			MEDICARE	Payroll Withholding	\$84.42		
				Total this claim	\$1,326.88		
0	63	VOID	Operating	Other	\$0.00	2/29/24	
				Total this claim	\$0.00		
0	62	Payroll	Operating	Salary of Librarian	\$2,130.83	2/29/24	PAYROLL
			Operating	Salary of Assistants	\$3,428.82		
			Operating	Salary of Custodian	\$262.08		
				Total this claim	\$5,821.73		
0	61	PERF	Operating	Employee Benefits	\$623.37	2/29/24	PERF Deposit
			PERF	Payroll Withholding	\$0.00		
				Total this claim	\$623.37		
23854	36	Amazon Capital Services, Inc.	Operating	Cleaning and Sanitation Supplie	\$41.97	2/15/24	
			Operating	Library Supplies	\$19.98		
			Operating	Books	\$24.99		
				Total this claim	\$86.94		
23855	37	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$75.50	2/15/24	Anthem Life
				Total this claim	\$75.50		
23856	38	ARAB TERMITES & PEST CONT	Operating	Other Services and Charges	\$57.00	2/15/24	
				Total this claim	\$57.00		
23857	39	AVC Technology Corporation	Operating	Other Services and Charges	\$1,184.00	2/15/24	
				Total this claim	\$1,184.00		
23858	40	Baker & Taylor	Operating	Books	\$291.37	2/15/24	
				Total this claim	\$291.37		

<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>
23859	41	Cardinal Office Products	Operating	Other Services and Charges	\$95.00	2/15/24	Ricoh Digital Color copier
				Total this claim	<u>\$95.00</u>		
23860	42	CENGAGE Learning/ Gale	Operating	Books	\$30.39	2/15/24	
				Total this claim	<u>\$30.39</u>		
23861	43	Demco, Inc.	Operating	Library Supplies	\$83.39	2/15/24	
				Total this claim	<u>\$83.39</u>		
23862	44	ENA Services LLC	State Technology Fund	Other	\$52.08	2/15/24	
				Total this claim	<u>\$52.08</u>		
23863	45	J.H. Saylor Company	Operating	Library Supplies	\$67.10	2/15/24	ice melt
				Total this claim	<u>\$67.10</u>		
23864	46	Monon Telephone Co.	Operating	Communication and Transportati	\$170.96	2/15/24	
				Total this claim	<u>\$170.96</u>		
23865	47	Monon Utilities	Operating	Utility Services	\$93.47	2/15/24	
				Total this claim	<u>\$93.47</u>		
23866	48	Mulhaupt's	Operating	Repairs and Maintenance	\$1,128.00	2/15/24	Threshold repair
				Total this claim	<u>\$1,128.00</u>		
23867	49	Petty Cash	Operating	Cleaning and Sanitation Supplie	\$5.00	2/15/24	Laundry - towels
			Operating	Communication and Transportati	\$2.94		
				Total this claim	<u>\$7.94</u>		
23868	50	NIPSCO	Operating	Utility Services	\$1,033.21	2/15/24	
				Total this claim	<u>\$1,033.21</u>		
23869	51	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$2,565.87	2/15/24	02/24-03/24
				Total this claim	<u>\$2,565.87</u>		
23870	54	Baker & Taylor	Operating	Books	\$600.45	2/29/24	
				Total this claim	<u>\$600.45</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>
23871	55	Five Star Plumbing, LLC	Operating	Repairs and Maintenance	\$171.97	2/29/24	
				Total this claim	<u>\$171.97</u>		
23872	56	Mulhaupt's	Operating	Repairs and Maintenance	\$833.00	2/29/24	
				Total this claim	<u>\$833.00</u>		
23873	57	Quill Corporation	Operating	Library Supplies	\$72.98	2/29/24	
				Total this claim	<u>\$72.98</u>		
23874	58	VISA	Operating	Books	\$156.41	2/29/24	
			Operating	Furniture and Equipment	\$199.90		
			Operating	Communication and Transportati	\$380.50		
			Operating	Nonprint Materials	\$33.02		
			Operating	Library Supplies	\$274.19		
			Operating	Cleaning and Sanitation Supplie	\$65.55		
			Memorial/Gift Fund	Memorial	\$51.45		
				Total this claim	<u>\$1,161.02</u>		
23875	59	CENGAGE Learning/ Gale	Operating	Books	\$190.34	2/29/24	
				Total this claim	<u>\$190.34</u>		
23876	60	Anthem Life	Operating	Employee Benefits	\$37.75	2/29/24	Life Insurance
				Total this claim	<u>\$37.75</u>		

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

Total Amount of Claims \$26,771.77

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.

Friday, March 1, 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 2/1/24 To 2/29/24

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	\$9,345.74	\$120,654.26	92.8
1.02 Salary of Assistants	\$63,000.00	\$0.00	\$63,000.00	\$7,193.41	\$14,411.60	\$48,588.40	77.1
1.03 Salary of Custodian	\$7,000.00	\$0.00	\$7,000.00	\$528.32	\$1,085.76	\$5,914.24	84.5
1.04 Employee Benefits	\$68,000.00	\$0.00	\$68,000.00	\$4,882.74	\$9,870.65	\$58,129.35	85.5
Subtotal	\$268,000.00		\$268,000.00	\$16,866.13	\$34,713.75	\$233,286.25	87.0
2. Supplies							
2.02 Cleaning and Sanitation Supplies	\$2,800.00	\$0.00	\$2,800.00	\$112.52	\$261.64	\$2,538.36	90.7
2.04 Library Supplies	\$6,300.00	\$0.00	\$6,300.00	\$517.64	\$558.00	\$5,742.00	91.1
Subtotal	\$9,100.00		\$9,100.00	\$630.16	\$819.64	\$8,280.36	91.0
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	\$554.40	\$792.31	\$11,707.69	93.7
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	\$1,126.68	\$2,215.49	\$20,284.51	90.2
3.06 Repairs and Maintenance	\$20,500.00	\$0.00	\$20,500.00	\$2,132.97	\$6,245.68	\$14,254.32	69.5
3.07 Rentals	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.08 Dues, Interest, Taxes	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$40.00	\$1,460.00	97.3
3.09 Other Services and Charges	\$30,000.00	\$0.00	\$30,000.00	\$1,348.16	\$7,487.02	\$22,512.98	75.0
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	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
Subtotal	\$109,300.00		\$109,300.00	\$5,162.21	\$16,780.50	\$92,519.50	84.6
4. Capital Outlays							
4.02 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$199.90	\$199.90	\$14,800.10	98.7
4.03 Books	\$23,500.00	\$0.00	\$23,500.00	\$1,293.95	\$2,345.60	\$21,154.40	90.0
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	\$33.02	\$271.39	\$11,978.61	97.8
Subtotal	\$54,250.00		\$54,250.00	\$1,526.87	\$3,996.63	\$50,253.37	92.6
Grand Total	\$440,650.00	\$0.00	\$440,650.00	\$24,185.37	\$56,310.52	\$384,339.48	87.2

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 2/1/24 To 2/29/24

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	\$2,500.00	\$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 2/1/24 To 2/29/24

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	\$2,448.00	\$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.

Bank Balances

Date Printed: 3/1/24

Monon Town & Township Public Library

Report Dates = 2/1/24 to 2/29/24

<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	\$116,288.92	\$19,616.90	\$26,771.77	\$109,134.05
2 Alliance Bank 93548	\$310,651.96	\$360,994.09	\$43.02	\$0.00	\$361,037.11
3 Alliance Bank 93556	\$192,691.96	\$242,722.61	\$28.93	\$0.00	\$242,751.54
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,192,980.43	\$1,180,005.62	\$19,688.85	\$26,771.77	\$1,172,922.70

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 = **2/1/24 to 2/29/24**

Fund	<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	\$24,185.37	\$156,310.52	\$17,124.39	\$34,916.02	\$397,320.97
Subtotal	\$518,715.47	\$24,185.37	\$156,310.52	\$17,124.39	\$34,916.02	\$397,320.97
2. Special Revenue						
200 Memorial/Gift Fund	\$6,990.25	\$51.45	\$172.60	\$20.82	\$41.76	\$6,859.41
201 Rainy Day Fund	\$356,736.87	\$0.00	\$0.00	\$31.84	\$50,373.03	\$407,109.90
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	\$485.76	\$0.00	\$1,721.36	\$3,199.11
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	\$0.00	\$200.60	\$0.00	\$0.00	\$1,682.18
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	\$103.53	\$858.96	\$52.66	\$52,136.15	\$420,973.10
4. Capital Projects						
400 Library Improvement Reserve Fund	\$304,454.15	\$0.00	\$0.00	\$28.93	\$50,059.58	\$354,513.73
Subtotal	\$304,454.15	\$0.00	\$0.00	\$28.93	\$50,059.58	\$354,513.73
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	\$921.82	\$1,875.34	\$921.82	\$1,875.34	\$0.00
804 FICA	\$0.00	\$743.00	\$1,540.31	\$743.00	\$1,540.31	\$0.00
805 MEDICARE	\$0.00	\$173.76	\$360.22	\$173.76	\$360.22	\$0.00
806 STATE	\$0.00	\$386.28	\$799.34	\$386.28	\$799.34	\$0.00
807 COUNTY	\$0.00	\$258.01	\$538.87	\$258.01	\$538.87	\$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	\$2,482.87	\$5,114.08	\$2,482.87	\$5,114.08	\$114.90
Grand Total	\$1,192,980.43	\$26,771.77	\$162,283.56	\$19,688.85	\$142,225.83	\$1,172,922.70

Total all banks = \$1,172,922.70

Monon Town & Township Public Library

Report Dates = 2/1/24 to 2/29/24

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	\$56.51	\$114.64
132 COPIES	\$94.50	\$233.10
152 LOCAL INCOME TAX (LIT)	\$14,243.67	\$28,487.34
153 LOF MISC RECEIPT		\$15.67
156 LOF SAVINGS INTEREST	\$10.36	\$10.36
157 LOF INTEREST FROM CD	\$2,716.31	\$3,307.19
158 LOF CHECKING INTEREST	\$3.04	\$7.72
	<u>\$17,124.39</u>	<u>\$34,916.02</u>

Receipt Summaries for : 200 Memorial/Gift Fund

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
302 MEMORIAL FUND RECEIPT	\$20.00	\$40.00
303 MEMORIAL GIFT FUND INTEREST	\$0.82	\$1.76
	<u>\$20.82</u>	<u>\$41.76</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	\$31.84	\$59.90
924 RAINY DAY INTEREST FROM CD		\$295.44
	<u>\$31.84</u>	<u>\$50,373.03</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
		<u>\$1,721.36</u>

Receipt Summaries for : 400 Library Improvement Reserve F

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
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Approved by the State Board Of Accounts for Monon Town & Township Public Library on 1/1/98.

405	LIRF SAVINGS INTEREST	\$28.93	\$59.58
701	INTERFUND TRANSFER		\$50,000.00
		<u>\$28.93</u>	<u>\$50,059.58</u>

Receipt Summaries for : 803 FEDERAL

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$921.82	\$1,875.34
	<u>\$921.82</u>	<u>\$1,875.34</u>

Receipt Summaries for : 804 FICA

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$743.00	\$1,540.31
	<u>\$743.00</u>	<u>\$1,540.31</u>

Receipt Summaries for : 805 MEDICARE

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$173.76	\$360.22
	<u>\$173.76</u>	<u>\$360.22</u>

Receipt Summaries for : 806 STATE

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$386.28	\$799.34
	<u>\$386.28</u>	<u>\$799.34</u>

Receipt Summaries for : 807 COUNTY

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$258.01	\$538.87
	<u>\$258.01</u>	<u>\$538.87</u>

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

Printed On Friday, March 1, 2024

Librarian's Report – February 2024

Barbara spoke with one of Family Express's owners, Spiro Olympidis on 2/15/24 and 2/29/24 in the library about the concerns for the library's landscaping. Family Express will re-landscape the property and if we have any future concerns we were given his email and phone number.

Barbara would like to propose that the May 2024 board meeting be moved to the first Monday of May, May 6, 2024 due to a conflict on May 13, 2024

5 Star Plumbing and Heating, Francesville, Indiana will be submitting an estimate on replacing the air conditioning unit/s and removing the tree inside the cage.

Food Fest, June 1, 2024. Three of us have conflicts on this day. However, Laura, Arturo, and Franklin are willing to set up for the library and stay until 3pm. Barbara has suggested the purchase of a Wheel Game for prizes so children can "win" a free book. Every child will win a book. 😊 We thought it would be a way to draw people to our area.

We are out of library magnets. The original order in 2019 was for 500. A new order of 500 would cost \$0.90 each. We would like the boards thoughts on ordering more or not. The order in 2019 for 500 was \$154.10. This was less than \$0.30 each with shipping. It is a significant increase in price.

Lacey Klemm, the NWI Regional Coordinator for the Indiana State Library conducted a director visit on February 28, 2024. She passed on information for continuing education and shared information about employee training offered by the Indiana State Library.

From Laura: We did not have any preschool children on February 15. 9 children came to the storytime on February 22. The preschoolers made paper plate cows.

On February 15, we had 16 children come for the Wetlands and Cranes program presented by Lauren Benedict from the International Crane Foundation. The children enjoyed learning about the cranes and asked many questions. We had 12 children at Library Club on February 22 and the craft was hand dot art.

We had 3 teens come to Youth Advisory Group on February 20. They did canvas painting. The teens will be reading *Unteachables* by Gordon Korman this spring. They are interested in doing a sewing project at a future YAG meeting.

Collection Area	February 2024 Circulation	February 2023 Circulation	February 2022 Circulation
Adult Fiction	146	262	197
Adult Non-Fiction	45	111	46
Adult/Juvenile DVDs/Videos	168	126	154
Adult/Juvenile Audiobooks	9	1	6
Magazines	30	32	22
Juvenile Fiction	189	215	80
Juvenile Non-Fiction	42	48	2
Young Adult/Teen	9	20	15
Video Games	15	33	0
Hoopla	37	53	25
Overdrive (ebooks/e-audio)	292	211	146
Hotspots	7	17	11
Library of Things	0	0	0
Total Circulation (# of checkouts)	989	1129	704