

**Monon Town and Township Public Library
Board of Trustees
Meeting Agenda // January 13, 2025, 6PM EST**

1. Call to Order
2. Approval of December 9 Board Meeting Minutes
3. Claims/Payroll for December 2024/Treasurer's Report

4. Librarian's Report

5. Personnel Report
 - a. Ana Morales has applied for the part-time student position

6. Old Business
 - a. 2025 Bylaws of the Monon Town and Township Public Library Board

7. New Business
 - a. 2025 Board Officers – Regular Board and Board of Finance
 - b. 2025 Board Meeting Dates/Times

8. Adjournment

**Library Board of Trustees Board of Finance meeting
Monday, January 13, 2025, immediately following the regular meeting at 6:30pm**

1. Call to Order.
2. Review of 2024 Finances and investments.
3. Approval to close out the 2024 budget.
4. Adjournment

The next meeting is Monday, February 10, 2025 at 6PM.

Monon Town and Township Public Library Board of Trustees Meeting
Monday, December 9, 2024, 4PM

Present: Clark Raver, Stan Minnick, Julie Hart, Jennifer Annis, Rosemary Cooley

Absent: Desi Kyle

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

Minutes – Rosie Cooley made a motion to approve the November 11th, 2024 board meeting minutes and Julie Hart seconded. All were in favor, and the motion passed.

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

Librarian Report- Barbara - J. Bauman Construction is finished with the contracted work. The building is looking very nice. Kevin Brubaker, Kevin's Painting, did an amazing job painting the outside trim and railings. Kevin replaced both of the front top white light globes. His workers had broken one globe with their equipment. We will not be charged for these. He asked if we would like to replace the other light globes at the entrance to the library. They have yellowed. The new units are poly-bicarbonate and are said to not yellow. The cost would be \$100 per globe. We would need 4 additional globes.

Ana Morales will be volunteering 5 hours per week until the end of the year. She is a student who would like to work on her public skills. Ana will be applying for a student position at the beginning of the year.

Barbara attended the Small Libraries Director meeting in Otterbein on November 20th. The directors are looking into forming area libraries into a 501c3 group. This could possibly encompass eight counties and twenty-five libraries. Grants could be applied for and evenly distributed. It would be non-profit and would have many benefits for a small library. They are already looking at a combined Staff Training Day with a speaker and group round tables of Youth Services Librarians, Assistants, and Clerks.

Barbara would like to propose an updated dress code policy. She has checked with other area libraries who have shared their policies. The current policy and the revision have been provided for the board's approval.

The library has purchased additional items for our Library of Things! This is very exciting and we feel will benefit members of our community. Some of the games that patrons will be able to check out are; Winter Disc Snow Sleds, a toboggan sled, a basketball, soccer balls, a football, a Cornhole game, Giant Tumbler Toy (Jenga), a Giant Connect 4 Game, Bocce Ball set, Disc Golf set, plus 2 sewing machines. Patron will need to be 16 years or older and must sign a form stating that they will return the items in the same condition that they checked them out in.

Laura - Preschool Storytime and Library Club have finished up the fall season with some fun turkey crafts and Thanksgiving books. We will meet three more times in December before the winter break and we will start back up on January 9.

The youth advisory group met on November 12 and the teens competed against each other in some Thanksgiving-related races. Their last meeting of the year will be on December 3. The teen group will start back up next year on January 16.

Monon Town and Township Public Library Board of Trustees Meeting
Monday, December 9, 2024, 4PM

Old Business- Jennifer Annis approved the revised and amended Bylaws. Stan Minnick seconded the motion. All were in favor. The motion passed.

Julie Hart approved the dress code policy. Jennifer Annis seconded the motion. All were in favor. The motion passed.

Julie Hart motioned to approved Kevin Brubaker's offer to replace the 4 remaining white globes in front of the library. Stan Minnick seconded the motion. All were in favor. The motion passed.

New Business –Rosie Cooley made a motion to approve 2025 Payroll Schedule. Stan Minnick seconded the motion. All were in favor. The motion passed.

Rosie Cooley made a motion to approve the 2025 Honey Creek and Liberty Township Contracts. Stan Minnick seconded the motion. All were in favor. The motion passed.

Alan McCloskey of Consolidated Union Inc. presented the 2025 health insurance options. He presented a good overview of different options and why the plan he chose for the library was the best one for us. Julie Hart made a motion to approve the 2025 Anthem Health Care insurance. Rosie Cooley seconded the motion. All were in favor. The motion passed.

Jennifer Annis made a motion to adjourn the meeting at 5:15 PM and Rosie Cooley seconded. All present were in favor, and the motion passed. The next meeting: Monday, January 13, 2025 at 6PM.

Clark Raver, President

Secretary

Register Of Claims
Monon Town & Township Public Library

Report Date: From 12/01/24 To 12/31/24

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
	390	VOID	Operating	Other Services and Charges	\$0.00	12/31/24	
				Total this claim	<u>\$0.00</u>		
0	380	VISA	Operating	Nonprint Materials	\$1,021.66	12/31/24	
				Total this claim	<u>\$1,021.66</u>		
0	370	NIPSCO	Operating	Utility Services	\$938.10	12/15/24	
				Total this claim	<u>\$938.10</u>		
0	356	PERF	PERF Operating	Payroll Withholding Employee Benefits	\$0.00 \$627.54	12/15/24	PERF Deposit
				Total this claim	<u>\$627.54</u>		
0	393	Monon Public Library	Operating	Transfer to Library Improvement	\$5,000.00	12/31/24	Transfer 2024 Budgeted \$5000.00 from Bank 0926 to Bank 3556
				Total this claim	<u>\$5,000.00</u>		
0	379	VISA	Operating Operating Operating	Nonprint Materials Books Library Supplies	\$83.24 \$23.98 \$53.35	12/31/24	
				Total this claim	<u>\$160.57</u>		
0	381	PERF	PERF Operating	Payroll Withholding Employee Benefits	\$0.00 \$652.77	12/31/24	PERF Deposit
				Total this claim	<u>\$652.77</u>		
0	382	Payroll	Operating Operating Operating	Salary of Librarian Salary of Assistants Salary of Custodian	\$2,130.83 \$4,249.76 \$266.24	12/31/24	PAYROLL
				Total this claim	<u>\$6,646.83</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>
0	383	Internal Revenue Service	FEDERAL FICA MEDICARE Operating Operating	Payroll Withholding Payroll Withholding Payroll Withholding Employee Benefits Employee Benefits Total this claim	\$972.77 \$799.79 \$187.06 \$799.79 \$187.06 <u>\$2,946.47</u>	12/31/24	Federal Tax Deposit
0	357	Payroll	Operating Operating Operating	Salary of Librarian Salary of Assistants Salary of Custodian Total this claim	\$2,130.83 \$3,989.07 \$133.12 <u>\$6,253.02</u>	12/15/24	PAYROLL
0	359	Anthem Blue Cross Blue Shield	Operating	Employee Benefits Total this claim	\$2,583.87 <u>\$2,583.87</u>	12/15/24	
0	392	Midwest Tape, LLC	Operating	Nonprint Materials Total this claim	(\$159.94) <u>(\$159.94)</u>	12/31/24	Canceled check 23989. Contacted company. Check never arrived
0	391	Alliance Bank	Operating	Other Services and Charges Total this claim	\$12.16 <u>\$12.16</u>	12/31/24	Direct Deposit charge
0	384	Indiana Dept. of Revenue	STATE COUNTY	Payroll Withholding Payroll Withholding Total this claim	\$412.14 \$278.59 <u>\$690.73</u>	12/31/24	State and County Tax Deposit
24080	358	Anthem Life	Operating	Employee Benefits Total this claim	\$33.75 <u>\$33.75</u>	12/15/24	
24081	360	AVC Technology Corporation	Operating	Other Services and Charges Total this claim	\$1,184.00 <u>\$1,184.00</u>	12/15/24	
24082	361	Baker & Taylor	Operating	Books Total this claim	\$252.08 <u>\$252.08</u>	12/15/24	
24083	362	Cardinal Office Products	Operating	Other Services and Charges Total this claim	\$95.00 <u>\$95.00</u>	12/15/24	Copier leasing

<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>
24084	363	Consolidated Union New Branch	Operating	Library Insurance	\$100.00	12/15/24	Surety Bond premium
				Total this claim	\$100.00		
24085	364	ENA Services LLC	State Technology Fund	Other	\$52.08	12/15/24	
				Total this claim	\$52.08		
24086	365	hoopla	Operating	E Book Services & Hoopla	\$116.91	12/15/24	
				Total this claim	\$116.91		
24087	366	Laura E. Burcham	Operating	Library Supplies	\$3.00	12/15/24	library supplies
				Total this claim	\$3.00		
24088	367	LIGHTSTREAM	Operating	Communication and Transportati	\$163.34	12/15/24	
				Total this claim	\$163.34		
24089	368	Midwest Tape, LLC	Operating	Books	\$221.62	12/15/24	
				Total this claim	\$221.62		
24090	369	Monon Utilities	Operating	Utility Services	\$99.44	12/15/24	
				Total this claim	\$99.44		
24091	371	Petty Cash	Operating	Communication and Transportati	\$5.55	12/15/24	
				Total this claim	\$5.55		
24092	372	Quill LLC	Operating	Library Supplies	\$163.14	12/15/24	
				Total this claim	\$163.14		
24093	373	CENGAGE Learning/ Gale	Operating	Books	\$163.95	12/31/24	
				Total this claim	\$163.95		
24094	374	Edith Montoya	Operating	Repairs and Maintenance	\$11.40	12/31/24	Replacement Christmas lights and batteries
				Total this claim	\$11.40		

<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>
24095	375	Laura E. Burcham	Operating	Library Supplies	\$7.14	12/31/24	\$195.76 -\$7.14=\$188.62 left on Snack
			Operating	Communication and Transportati	\$28.53		Gift amount
				Total this claim	\$35.67		
24096	376	The Lock Doctor	Operating	Repairs and Maintenance	\$350.00	12/31/24	door levers
				Total this claim	\$350.00		
24097	377	Petty Cash	Memorial/Gift Fund	Memorial	\$20.00	12/31/24	Christmas party
				Total this claim	\$20.00		
24098	378	U. S. Postal Service	Operating	Communication and Transportati	\$73.00	12/31/24	.73 x 100
				Total this claim	\$73.00		
24099	385	Baker & Taylor	Operating	Books	\$93.31	12/31/24	
				Total this claim	\$93.31		
24100	386	Midwest Tape, LLC	Operating	Nonprint Materials	\$25.49	12/31/24	
				Total this claim	\$25.49		
24101	387	Center Point Large Print	Operating	Books	\$63.24	12/31/24	
				Total this claim	\$63.24		
24102	388	Howe Insurance Agency	Operating	Library Insurance	\$4,108.00	12/31/24	100895347- Insurance
				Total this claim	\$4,108.00		
24103	389	Indiana Library Federation	Operating	Dues, Interest, Taxes	\$197.63	12/31/24	
				Total this claim	\$197.63		

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

Total Amount of Claims \$34,995.38

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, January 3, 2025

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 01/01/98.

Appropriation Report for 100 Operating

Monon Town & Township Public Library

Report Date: From 12/01/24 To 12/31/24

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.01 Salary of Librarian	\$130,000.00	(\$30,000.00)	\$100,000.00	\$4,261.66	\$51,962.34	\$48,037.66	48.0
1.02 Salary of Assistants	\$63,000.00	\$30,000.00	\$93,000.00	\$8,238.83	\$88,232.36	\$4,767.64	5.1
1.03 Salary of Custodian	\$7,000.00	\$0.00	\$7,000.00	\$399.36	\$6,077.76	\$922.24	13.2
1.04 Employee Benefits	\$68,000.00	\$0.00	\$68,000.00	\$4,884.78	\$54,381.56	\$13,618.44	20.0
Subtotal	\$268,000.00	\$0.00	\$268,000.00	\$17,784.63	\$200,654.02	\$67,345.98	25.1
<i>2. Supplies</i>							
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	\$0.00	\$1,477.07	\$1,322.93	47.2
2.04 Library Supplies	\$6,300.00	\$0.00	\$6,300.00	\$226.63	\$5,597.43	\$702.57	11.2
Subtotal	\$9,100.00	\$0.00	\$9,100.00	\$226.63	\$7,074.50	\$2,025.50	22.3
<i>3. Other Services and Charge</i>							
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	\$270.42	\$3,078.39	\$9,421.61	75.4
3.03 Printing and Advertising	\$500.00	\$0.00	\$500.00	\$0.00	\$107.99	\$392.01	78.4
3.04 Library Insurance	\$8,600.00	\$0.00	\$8,600.00	\$4,208.00	\$4,208.00	\$4,392.00	51.1
3.05 Utility Services	\$22,500.00	\$0.00	\$22,500.00	\$1,037.54	\$11,981.49	\$10,518.51	46.7
3.06 Repairs and Maintenance	\$20,500.00	\$0.00	\$20,500.00	\$361.40	\$11,272.80	\$9,227.20	45.0
3.07 Rentals	\$100.00	\$0.00	\$100.00	\$0.00	\$25.00	\$75.00	75.0
3.08 Dues, Interest, Taxes	\$1,500.00	\$0.00	\$1,500.00	\$197.63	\$367.63	\$1,132.37	75.5
3.09 Other Services and Charges	\$30,000.00	\$0.00	\$30,000.00	\$1,291.16	\$29,289.80	\$710.20	2.4
3.1 Transfer to Library Improvement Reserve	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	0.0

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	\$116.91	\$2,233.73	\$3,766.27	62.8
Subtotal		\$109,300.00		\$109,300.00	\$12,483.06	\$67,564.83	\$41,735.17	38.2
4. Capital Outlays								
4.02	Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$6,775.82	\$8,224.18	54.8
4.03	Books	\$23,500.00	\$0.00	\$23,500.00	\$808.18	\$17,934.13	\$5,565.87	23.7
4.04	Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$2,930.15	\$569.85	16.3
4.05	Nonprint Materials	\$12,250.00	\$0.00	\$12,250.00	\$970.45	\$4,131.62	\$8,118.38	66.3
Subtotal		\$54,250.00		\$54,250.00	\$1,778.63	\$31,771.72	\$22,478.28	41.4
Grand Total		\$440,650.00	\$0.00	\$440,650.00	\$32,272.95	\$307,065.07	\$133,584.93	30.3

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Appropriation Report for 201 Rainy Day Fund

Monon Town & Township Public Library

Report Date: From 12/01/24 To 12/31/24

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	\$24,331.00	\$669.00	2.7
3.09 Other Services and Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$25,000.00		\$25,000.00	\$0.00	\$24,331.00	\$669.00	2.7
Grand Total	\$27,500.00	\$0.00	\$27,500.00	\$0.00	\$24,331.00	\$3,169.00	11.5

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Appropriation Report for 400 Library Improvement Reserve F

Monon Town & Township Public Library

Report Date: From 12/01/24 To 12/31/24

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	\$9,912.00	\$15,088.00	60.4
Subtotal	\$25,000.00		\$25,000.00	\$0.00	\$9,912.00	\$15,088.00	60.4
Grand Total	\$27,448.00	\$0.00	\$27,448.00	\$0.00	\$9,912.00	\$17,536.00	63.9

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Bank Balances

Date Printed: 01/03/25

Monon Town & Township Public Library

Report Dates = 12/01/24 to 12/31/24

<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	\$217,074.32	\$110,392.23	\$34,995.38	\$292,471.17
2 Alliance Bank 93548	\$310,651.96	\$338,641.46	\$325.58	\$0.00	\$338,967.04
3 Alliance Bank 93556	\$192,691.96	\$233,851.64	\$5,311.80	\$0.00	\$239,163.44
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,192,980.43	\$1,249,567.42	\$116,029.61	\$34,995.38	\$1,330,601.65

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Financial Report
Monon Town & Township Public Library
Report Dates = 12/01/24 to 12/31/24

<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	\$32,272.95	\$407,065.07	\$107,741.88	\$492,464.16	\$604,114.56
Subtotal	\$518,715.47	\$32,272.95	\$407,065.07	\$107,741.88	\$492,464.16	\$604,114.56
2. Special Revenue						
200 Memorial/Gift Fund	\$6,990.25	\$20.00	\$1,544.63	\$0.81	\$506.54	\$5,952.16
201 Rainy Day Fund	\$356,736.87	\$0.00	\$48,631.00	\$324.77	\$52,497.73	\$360,603.60
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	\$1,006.56	\$0.00	\$1,721.36	\$2,678.31
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	\$1,050.60	\$0.00	\$1,000.00	\$1,832.18
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
282 Patsy Raver Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$12,169.81	\$12,169.81
Subtotal	\$369,695.91	\$72.08	\$52,232.79	\$325.58	\$67,895.44	\$385,358.56
4. Capital Projects						
400 Library Improvement Reserve Fund	\$304,454.15	\$0.00	\$19,824.00	\$5,311.80	\$56,383.48	\$341,013.63
Subtotal	\$304,454.15	\$0.00	\$19,824.00	\$5,311.80	\$56,383.48	\$341,013.63
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	\$972.77	\$11,288.05	\$972.77	\$11,288.05	\$0.00
804 FICA	\$0.00	\$799.79	\$9,069.04	\$799.79	\$9,069.04	\$0.00
805 MEDICARE	\$0.00	\$187.06	\$2,120.92	\$187.06	\$2,120.92	\$0.00
806 STATE	\$0.00	\$412.14	\$4,706.25	\$412.14	\$4,706.25	\$0.00
807 COUNTY	\$0.00	\$278.59	\$3,150.30	\$278.59	\$3,150.30	\$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	\$2,650.35	\$30,334.56	\$2,650.35	\$30,334.56	\$114.90
Grand Total	\$1,192,980.43	\$34,995.38	\$509,456.42	\$116,029.61	\$647,077.64	\$1,330,601.65

Total all banks = \$1,330,601.65

Monon Town & Township Public Library

Report Dates = 12/01/24 to 12/31/24

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
121	OTHER SERVICES AND CHARGE	\$14.10		\$14.10
130	FINES AND FEES	\$88.10		\$945.10
132	COPIES	\$165.85		\$2,005.06
150	LOF PROPERTY TAXES	\$84,120.07		\$218,936.81
152	LOCAL INCOME TAX (LIT)	\$15,076.15		\$205,025.52
153	LOF MISC RECEIPT			\$1,688.04
154	LOF LICENSE EXCISE	\$8,270.02		\$15,348.35
155	LOF FINANCIAL INSTITUTION TAX			\$195.26
156	LOF SAVINGS INTEREST			\$112.64
157	LOF INTEREST FROM CD			\$10,482.68
158	LOF CHECKING INTEREST	\$7.59		\$55.60
159	LOF CVET			\$703.00
701	INTERFUND TRANSFER			\$34,212.00
			<u>\$107,741.88</u>	<u>\$492,464.16</u>

Receipt Summaries for :			200	Memorial/Gift Fund
<i>Account</i>		<i>This Month</i>		<i>YTD</i>
302	MEMORIAL FUND RECEIPT			\$497.53
303	MEMORIAL GIFT FUND INTEREST	\$0.81		\$9.01
			<u>\$0.81</u>	<u>\$506.54</u>

Receipt Summaries for :			201	Rainy Day Fund
<i>Account</i>		<i>This Month</i>		<i>YTD</i>
156	LOF SAVINGS INTEREST	\$14.77		\$32.46
701	INTERFUND TRANSFER			\$50,000.00
923	RAINY DAY INTEREST	\$28.96		\$384.14
924	RAINY DAY INTEREST FROM CD	\$281.04		\$2,081.13
			<u>\$324.77</u>	<u>\$52,497.73</u>

Receipt Summaries for :			226	State Technology Fund Grant F
<i>Account</i>		<i>This Month</i>		<i>YTD</i>

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

821 STATE TECHNOLOGY FUND GRA \$1,721.36

\$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
	<u>\$1,000.00</u>	<u>\$1,000.00</u>

Receipt Summaries for : 282 Patsy Raver Fund

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
967 Patsy Raver Fund	\$12,169.81	\$12,169.81
	<u>\$12,169.81</u>	<u>\$12,169.81</u>

Receipt Summaries for : 400 Library Improvement Reserve F

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
405 LIRF SAVINGS INTEREST	\$30.76	\$357.43
406 LIRF INTEREST FROM CD	\$281.04	\$1,026.05
701 INTERFUND TRANSFER	\$5,000.00	\$55,000.00
	<u>\$5,311.80</u>	<u>\$56,383.48</u>

Receipt Summaries for : 803 FEDERAL

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$972.77	\$11,288.05
	<u>\$972.77</u>	<u>\$11,288.05</u>

Receipt Summaries for : 804 FICA

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$799.79	\$9,069.04
	<u>\$799.79</u>	<u>\$9,069.04</u>

Receipt Summaries for : 805 MEDICARE

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$187.06	\$2,120.92

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Printed On Friday, January 3, 2025

\$187.06

\$2,120.92

Receipt Summaries for : 806 STATE

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$412.14	\$4,706.25
	<hr/>	<hr/>
	\$412.14	\$4,706.25

Receipt Summaries for : 807 COUNTY

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$278.59	\$3,150.30
	<hr/>	<hr/>
	\$278.59	\$3,150.30

Receipt Summaries for : 809 Other

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

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Printed On Friday, January 3, 2025

Collection Area	December 2024 Circulation	December 2023 Circulation	December 2022 Circulation
Adult Fiction	181	162	287
Adult Non-Fiction	31	22	26
Adult/Juvenile DVDs/Videos	185	154	154
Adult/Juvenile Audiobooks	3	140	6
Magazines	13	35	35
Juvenile Fiction	125	75	82
Juvenile Non-Fiction	40	16	17
Young Adult/Teen	7	12	10
Video Games	4	1	7
Hoopla	62	41	43
Overdrive (ebooks/e-audio)	311	266	254
Hotspots	17	16	15
Library of Things	3	1	1
Total Circulation (# of checkouts)	982	941	635

Librarian Report January 8, 2025

Barbara- We welcome our three incoming Monon Public Library board members, Tyler Worrell, Bobbie Fagerlind and Benjamin Cook.

Agave Azul's owner, Jose Lopez, gifted the Christmas party meal to the staff of the Monon Public Library. The meal was excellent and everyone was appreciative of his generosity.

We had some heavy rains recently. The upstairs and down stairs areas have remained dry! James Bauman said that he had place extra caulking in those areas while the painting was being done. Hopefully this will take care of the leaking issues.

Family Express keeps placing their sign on our property. They were asked twice to move the sign to their property. They moved it the first time but not the second time.

We held our first ever Staff meeting on January 8, 2025. It was organized to bring everyone up-to-date and take time for any issues, concerns or questions that the staff may have regarding the library. This was a way to open communications and to work better as a team. Everyone found this meeting helpful and a second staff meeting has been scheduled for February 11, 2025 at 9:30am. These meetings will be held monthly or every other month depending on schedules and content.

Laura- The Preschool Storytime and Library Club groups finished up 2024 by making gingerbread houses, snow globes, and Christmas tree ornaments. The children also had fun doing a peppermint and gingerbread house scavenger hunt in the children's area. After winter break, the programs will begin on January 9.

The Youth Advisory Group will start on January 14. They will be trying out some of the new yard games the library recently acquired for the Library of Things collection and will also be doing a book discussion on "96 Miles" by J. L. Esplin.

Bylaws of the Monon Town and Township Public Library Board

Article I: Authority and Purpose

The Library Board of the Monon Town and Township Public Library operates under the authority of Indiana Code IC 36-12. These bylaws outline the structure, responsibilities, and operational procedures of the Library Board.

Article II: Board Membership

1. Board Composition

The Board is composed of seven members who have resided within the library district for at least two years. Appointments are made as follows:

- **One member** by the County Commissioners (Executive of the County)
- **One member** by the County Council (Fiscal Body of the County)
- **Three members** by the School Board
- **One member** by the Township Advisory Board (Legislative Body of the Township)
- **One member** by the Town Board (Legislative Body of the Municipality)

2. Term and Succession

Each board member serves a term of four years. A member may continue to serve beyond their term until a successor is appointed and qualified. Successor terms do not extend by any delay in appointment. Members appointed to fill vacancies serve only the remainder of the unexpired term.

3. Term Limits

No board member may serve more than four consecutive terms. After completing four consecutive terms, a member must step down for four years before being eligible for reappointment.

4. Removal of Board Members

The appointing authority may remove a board member for cause after a public hearing, on grounds that include:

- Interference with proper discharge of duties
- Jeopardizing public confidence in the member

5. Attendance and Vacancies

A vacancy occurs if a board member is absent from six consecutive regular meetings, except in cases of illness. In such cases, the library director must notify the appointing authority.

6. Compensation

Board members serve without compensation and may not be employed by the library, except for the treasurer, who may be compensated by law.

Article III: Meetings

1. Regular Meetings

Regular meetings are held monthly on the second Monday at 6 p.m. at the library. The January meeting serves as the organizational meeting.

2. Special Meetings

The board president or three board members may call a special meeting to discuss specific business. Notice must state the meeting's purpose.

3. Notice of Meetings

Meeting notices are sent by the secretary or library director via mail or email at least three days before the meeting.

Article IV: Officers

1. Election and Term

Board officers are elected annually during the January organizational meeting. Officers include:

- President
- Vice-President
- Secretary
- Treasurer
- Any other officers deemed necessary by the board

2. Officer Responsibilities

- **President:** Presides over meetings, verifies bills approved by the board, authorizes special meetings, and performs duties of a presiding officer.
- **Vice-President:** Presides in the president's absence, provided there is a quorum.
- **Secretary:** Signs meeting minutes monthly and takes minutes if the library director is absent. Attests to resolutions.
- **Treasurer:** Signs checks approved by the board. The president may also sign checks if needed.

3. Filling Officer Vacancies

Any officer vacancy is filled by ballot at the next regular board meeting following the vacancy.

Article V: Committees

Special committees may be appointed by the president for specific tasks. These committees serve until their assignments are complete.

Article VI: Quorum

A quorum for conducting board business is four members.

Article VII: Nepotism

The library may not hire family members of board members or the library director as staff.

Article VIII: Conflict of Interest

Board members must avoid conflicts of interest, specifically:

- Board members may not privately negotiate, bid, or enter contracts with the library if they have a direct or indirect financial interest.
- Members must recuse themselves from discussions, deliberations, and votes on matters in which they, immediate family members, or associated organizations have a substantial financial interest.
- Board members may not accept anything of value that could reasonably influence their vote or other official actions.

Article IX: Library Director

The library director is the board's executive officer and is responsible for the library's administration, including:

- Managing materials and equipment
- Employing and directing library employees
- Ensuring efficient library services
- Operating within the approved annual budget

The director attends all board meetings except those concerning their appointment or salary. Additionally, the director prepares the annual budget and takes monthly meeting minutes.

Article X: Order of Business

The order of business at the regular meetings shall be as follows:

- Call to order
- Approval of minutes
- Financial report
- Correspondence
- Report of committees
- Unfinished business
- New business
- Adjournment

Article X: AMENDMENTS

Amendments to the bylaws may be proposed at any regularly scheduled board meeting. Action will be taken at the next regularly scheduled board meeting. Acceptance will require agreement by two-thirds of the members eligible to vote.

Accepted 12/4/1990

Reviewed 3/1/2004

Revised 3/7/2011

Revised 3/4/2013

Reviewed 7/11/2016

Revised 1/14/2019

Reapproved 1/10/2022

Reapproved 1/9/2023

Revised/Reapproved 12/9/2024

Monon Town and Township Public Library
Board Meetings
2025 @ 6pm

January 13, 2025

February 10, 2025

March 10, 2025

April 14, 2025

May 12, 2025

June 9, 2025

July 14, 2025

August 11, 2025

September 8, 2025

October 13, 2025

November 10, 2025

December 8, 2025

Financial Report
Monon Town & Township Public Library

Report Dates = **01/01/24 to 12/31/24**

<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	\$407,065.07	\$407,065.07	\$492,464.16	\$492,464.16	\$604,114.56
Subtotal	\$518,715.47	\$407,065.07	\$407,065.07	\$492,464.16	\$492,464.16	\$604,114.56
2. Special Revenue						
200 Memorial/Gift Fund	\$6,990.25	\$1,544.63	\$1,544.63	\$506.54	\$506.54	\$5,952.16
201 Rainy Day Fund	\$356,736.87	\$48,631.00	\$48,631.00	\$52,497.73	\$52,497.73	\$360,603.60
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	\$1,006.56	\$1,006.56	\$1,721.36	\$1,721.36	\$2,678.31
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	\$1,050.60	\$1,050.60	\$1,000.00	\$1,000.00	\$1,832.18
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
282 Patsy Raver Fund	\$0.00	\$0.00	\$0.00	\$12,169.81	\$12,169.81	\$12,169.81
Subtotal	\$369,695.91	\$52,232.79	\$52,232.79	\$67,895.44	\$67,895.44	\$385,358.56
4. Capital Projects						
400 Library Improvement Reserve Fund	\$304,454.15	\$19,824.00	\$19,824.00	\$56,383.48	\$56,383.48	\$341,013.63
Subtotal	\$304,454.15	\$19,824.00	\$19,824.00	\$56,383.48	\$56,383.48	\$341,013.63
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	\$11,288.05	\$11,288.05	\$11,288.05	\$11,288.05	\$0.00
804 FICA	\$0.00	\$9,069.04	\$9,069.04	\$9,069.04	\$9,069.04	\$0.00
805 MEDICARE	\$0.00	\$2,120.92	\$2,120.92	\$2,120.92	\$2,120.92	\$0.00
806 STATE	\$0.00	\$4,706.25	\$4,706.25	\$4,706.25	\$4,706.25	\$0.00
807 COUNTY	\$0.00	\$3,150.30	\$3,150.30	\$3,150.30	\$3,150.30	\$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	\$30,334.56	\$30,334.56	\$30,334.56	\$30,334.56	\$114.90
Grand Total	\$1,192,980.43	\$509,456.42	\$509,456.42	\$647,077.64	\$647,077.64	\$1,330,601.65

Total all banks = \$1,330,601.65

Current Investments

Renewal Dt	CD Number	Issued By	Terms	Principal	Interest %	Account	Purchase Date	Interest	Comment
09/21/23	410960	Alliance Bank		\$30,000.00	.10	Rainy Day	03/21/16		Bank Renewed and changed the number to #3952-0000490244 9/21/23
09/21/23	422546	Alliance Bank		\$30,000.00	.10	Operating	03/21/16		Bank Renewed and changed number to 3952-0000436090 9/21/23
09/21/23	486688	Alliance Bank		\$30,000.00	.10	Operating	03/21/16		Bank Renewed and changed number to #3952-0000432783
08/05/24	452028	Alliance Bank		\$50,000.00	.25	Operating	08/05/14		This CD number was replaced by 3952-440261. Alliance Bank
02/21/25	2139439	Bank of Wolcott		\$50,000.00	1.65	Rainy Day	01/21/20		
02/21/25	2186951	Bank of Wolcott		\$50,000.00	1.65	Library Improvement Reserve	01/21/20		
05/21/25	436090	Alliance Bank		\$30,000.00	.10	Operating	03/21/16		Previously numbered #3952-0000422546. Bank renewed and changed the number. 9/21/23
05/21/25	490244	Alliance Bank		\$30,000.00	.10	Rainy Day	03/21/16		Previously #410960. Bank renewed on 9/21/23 and changed the CD number
05/21/25	432783	Alliance Bank		\$30,000.00	.10	Operating	03/21/16		Previously numbered #3952-0000486688. Bank renewed and changed the number. 9/21/23
07/09/25	440261	Alliance Bank		\$50,000.00	.25	Operating	08/05/14		This CD was previously 452028 per Alliance Bank
01/24/26	494826	Alliance Bank		\$50,012.95	4.000	Operating	02/24/23		
01/24/26	402550	Alliance Bank		\$30,000.00	4.000	Operating	02/24/23		
01/24/26	484063	Alliance Bank		\$30,000.00	4.000	Operating	02/24/23		
01/24/26	461648	Alliance Bank		\$30,007.77	4.000	Operating	02/24/23		
01/24/26	449659	Alliance Bank		\$50,012.95	4.000	Operating	02/24/23		
01/24/26	451272	Alliance Bank		\$30,000.00	4.000	Operating	02/24/23		

**Library Board of Trustees
Board of Finance meeting
January 13, 2025**

Transfers - A transfer to LIRF of \$5k that was included in the 2024 budget. Needs approval.

Resolution to Transfer Operating Funds to the Rainy Day & LIRF Funds

WHEREAS, the Board of Trustees of the Monon Town and Township Public Library finds that the purposes of the Operating Fund have been fulfilled for the end of 2023; and,

WHEREAS, there is excess remaining in the Operating Fund in an unused and unencumbered balance; therefore,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Monon Town and Township Public Library do hereby transfer \$100,000 from the Operating Fund with \$50,000 each going to the Rainy Day Fund and LIRF Fund for the purpose(s) of future library projects and improvements. These funds shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the Monon Town and Township Public Library at its board of finance meeting held on the 13th day of January 2025, at which meeting a quorum was present.

AYE

NAY

ATTEST:

Secretary