

**Monon Town and Township Public Library
Board of Trustees
Meeting Agenda // April 14, 2025, 6PM EST**

1. Call to Order
2. Approval of March 10 Board Meeting Minutes
3. Claims/Payroll for March 2025/Treasurer's Report

4. Librarian's Report

5. Personnel Report
 - a. None

6. Old Business
 - a. Advantage Archives Newspapers

7. New Business
 - a. Facebook ADA compliance
 - b. Painting Restrooms

8. Adjournment

The next meeting is Monday, May 12, 2025 at 6PM.

Monon Town and Township Public Library Board of Trustees Meeting
Monday, March 10, 2025, 6PM

Present: Clark Raver, Stan Minnick, Jennifer Annis, Tyler Worrell, Bobbie Fagerlind, Ben Cook

Absent -Desi Kyle

Call to Order: Called to order by Clark Raver at 6 PM.

Minutes – Jennifer Annis made a motion to approve the February 10, 2025 board meeting minutes and Stan Minnick seconded. 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. Bobbie Fagerlind seconded the motion. All were in favor. The motion passed.

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Barbara - - Mike Doll, Doll Consulting Group, has provided the 2023 and 2024 Capital Asset amounts for the Gateway Annual Financial Report. The Gateway Annual Reports have been updated and completed.

The Johnson Fire Alarm Service has completed a test on all alarms on February 21st. The alarms were all approved.

The Bank of Wolcott called Barbara and asked if the library would like to change our two CD's. These CDs were ready to roll over. Bank of Wolcott offered us 4.05% on a 13-month CD. This is an up-grade from our current 2.23%, 12-month CD. Barbara agreed that the Monon Town and Township Public Library would benefit from these new CD's. The CDs at the Bank of Wolcott have been changed.

Barbara has contacted the Alliance Bank in Monon to ask them for our current interest rates and if these CDs can be moved to a higher rate. Four of the 12-month CDs have a 3.95% interest with a 4.01% annual. Six of the CDs are 18-month CDs. They have a 4.0% CD with a 4.06% annual rate. The interest earned is added annually to the principal and then earns interest itself (Annual rate). Three of the 12-month CDs will be ready for rollover on 5/21/25. Currently Alliance Bank doesn't have a higher rate available. Barbara will call the Alliance Bank manger in May 2025 to see if they can offer us a higher rate.

Laura- Even with a few cold and snowy Thursdays, Preschool Storytime and Library Club were still able to meet each week in February. The preschoolers enjoyed making a Valentine's Day necklace out of pasta and practiced tying their shoes. The children in Library Club learned about Morse code and tried out honey on graham crackers after learning how the story of Winnie the Pooh was created.

The Youth Advisory Group met two times in February. We had a book discussion on *96 Miles* by J. L. Esplin and tried out one of the library's new yard games, Connect Four.

Monon Town and Township Public Library Board of Trustees Meeting
Monday, March 10, 2025, 6PM

They also made bookmarks out of contact paper. The next meeting will be on March 11.

Hillary Hawkins from Purdue Extension will be bringing blocks for a Block Party on March 27. We will not have any regular youth programs during that week because of North White's spring break.

Personnel Report –

Old Business –The 2024 North White year books are now available. The library will purchase the book as well as an e-book.

Barbara will consult other smaller libraries to seek an alternative to Zayo Education, LLC for the library's broadband services.

Barbara will contact AVC Technologies to make sure there are tabs available on the library's website homepage for Hoopla, Libby and pronunciator apps.

New Business – Barbara will look into a possible grant for digitalizing the North White year books and or our microfilms.

Tyler Worrell made a motion to adjourn the meeting at 6:40 PM and Bobbie Fagerlind seconded. All present were in favor, and the motion passed. The next regular meeting will be Monday, April 14, 2025 at 6 PM.

Clark Raver, President

Stan Minnick, Secretary

Register Of Claims
Monon Town & Township Public Library

Report Date: From 03/01/25 To 03/31/25

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	75	Payroll	Operating	Salary of Librarian	\$2,152.06	03/15/25	PAYROLL
			Operating	Salary of Assistants	\$3,184.85		
			Operating	Salary of Custodian	\$263.98		
				Total this claim =	\$5,600.89		
0	72	NIPSCO	Operating	Utility Services	\$1,154.47	03/15/25	
				Total this claim =	\$1,154.47		
0	61	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$1,096.74	03/15/25	04/01/25-05/01/25
				Total this claim =	\$1,096.74		
0	74	PERF	Operating	Employee Benefits	\$603.84	03/15/25	PERF Deposit
			PERF	Payroll Withholding	\$0.00		
				Total this claim =	\$603.84		
0	88	Alliance Bank	Operating	Other Services and Charges	\$12.40	03/31/25	Direct Deposit charge
				Total this claim =	\$12.40		
0	76	PERF	Operating	Employee Benefits	\$669.26	03/31/25	PERF Deposit
			PERF	Payroll Withholding	\$0.00		
				Total this claim =	\$669.26		
0	87	Indiana Dept. of Revenue	STATE	Payroll Withholding	\$375.21	03/31/25	State and County Tax Deposit
			COUNTY	Payroll Withholding	\$261.34		
				Total this claim =	\$636.55		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	84	VISA	Operating	Books	\$183.73	03/31/25	
			Operating	Nonprint Materials	\$156.32		
			Operating	Library Supplies	\$86.96		
			Operating	Furniture and Equipment	\$720.00		
			Operating	Repairs and Maintenance	\$69.99		
			Operating	Cleaning and Sanitation Supplies	\$112.73		
				Total this claim =	\$1,329.73		
0	85	Payroll	Operating	Salary of Librarian	\$2,152.06	03/31/25	PAYROLL
			Operating	Salary of Assistants	\$3,853.07		
			Operating	Salary of Custodian	\$255.32		
				Total this claim =	\$6,260.45		
0	86	Internal Revenue Service	Operating	Employee Benefits	\$735.42	03/31/25	Federal Tax Deposit
			Operating	Employee Benefits	\$172.00		
			FEDERAL	Payroll Withholding	\$877.90		
			FICA	Payroll Withholding	\$735.42		
			MEDICARE	Payroll Withholding	\$172.00		
				Total this claim =	\$2,692.74		
24145	62	Anthem Life	Operating	Employee Benefits	\$33.75	03/15/25	
				Total this claim =	\$33.75		
24146	63	AVC Technology Corporation	Operating	Other Services and Charges	\$1,278.52	03/15/25	Care agreement
				Total this claim =	\$1,278.52		
24147	64	Baker & Taylor	Operating	Books	\$184.48	03/15/25	
				Total this claim =	\$184.48		
24148	65	Cardinal Office Products	Operating	Other Services and Charges	\$95.00	03/15/25	RICOH color copier
				Total this claim =	\$95.00		
24149	66	Goodwin Fire Equipment	Operating	Repairs and Maintenance	\$53.50	03/15/25	
				Total this claim =	\$53.50		
24150	67	hoopla/Midwest Tape LLC	Operating	E Book Services & Hoopla	\$109.90	03/15/25	
				Total this claim =	\$109.90		

<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>
24151	68	LIGHTSTREAM	Operating	Communication and Transportatic	\$161.21	03/15/25	
				Total this claim =	<u>\$161.21</u>		
24152	69	Midwest Tape, LLC	Operating	Nonprint Materials	\$53.23	03/15/25	
				Total this claim =	<u>\$53.23</u>		
24153	70	Michael Doll	Operating	Professional Services	\$400.00	03/15/25	
				Total this claim =	<u>\$400.00</u>		
24154	71	Monon Utilities	Operating	Utility Services	\$216.39	03/15/25	
				Total this claim =	<u>\$216.39</u>		
24155	73	Zayo Education, LLC	State Technology Fund	Other	\$52.08	03/15/25	Formerly ENA
				Total this claim =	<u>\$52.08</u>		
24156	77	Baker & Taylor	Operating	Books	\$993.49	03/31/25	
				Total this claim =	<u>\$993.49</u>		
24157	78	CENGAGE Learning/ Gale	Operating	Books	\$196.74	03/31/25	
				Total this claim =	<u>\$196.74</u>		
24158	79	Center Point Large Print	Operating	Books	\$130.50	03/31/25	
				Total this claim =	<u>\$130.50</u>		
24159	80	Demco, Inc.	Operating	Library Supplies	\$111.40	03/31/25	
				Total this claim =	<u>\$111.40</u>		
24160	81	Five Star Plumbing, LLC	Operating	Repairs and Maintenance	\$39.75	03/31/25	
				Total this claim =	<u>\$39.75</u>		
24161	82	Midwest Tape, LLC	Operating	Nonprint Materials	\$113.95	03/31/25	
				Total this claim =	<u>\$113.95</u>		
24162	83	Monon Chamber of Commerce	Operating	Dues, Interest, Taxes	\$40.00	03/31/25	Dues
				Total this claim =	<u>\$40.00</u>		

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

Total Amount of Claims \$24,320.96

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.

Wednesday, April 2, 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 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$24,320.96

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 03/01/25 To 03/31/25

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.01 Salary of Librarian	\$130,000.00	\$0.00	\$130,000.00	\$4,304.12	\$14,720.09	\$115,279.91	88.7
1.02 Salary of Assistants	\$70,000.00	\$0.00	\$70,000.00	\$7,037.92	\$23,284.90	\$46,715.10	66.7
1.03 Salary of Custodian	\$7,000.00	\$0.00	\$7,000.00	\$519.30	\$1,557.91	\$5,442.09	77.7
1.04 Employee Benefits	\$70,000.00	\$0.00	\$70,000.00	\$3,311.01	\$9,128.60	\$60,871.40	87.0
Subtotal	\$277,000.00		\$277,000.00	\$15,172.35	\$48,691.50	\$228,308.50	82.4
2. Supplies							
2.02 Cleaning and Sanitation Supplies	\$2,800.00	\$0.00	\$2,800.00	\$112.73	\$265.68	\$2,534.32	90.5
2.04 Library Supplies	\$8,200.00	\$0.00	\$8,200.00	\$198.36	\$584.91	\$7,615.09	92.9
Subtotal	\$11,000.00		\$11,000.00	\$311.09	\$850.59	\$10,149.41	92.3
3. Other Services and Charge							
3.01 Professional Services	\$2,100.00	\$0.00	\$2,100.00	\$400.00	\$400.00	\$1,700.00	81.0
3.02 Communication and Transportation	\$12,500.00	\$0.00	\$12,500.00	\$161.21	\$518.88	\$11,981.12	95.8
3.03 Printing and Advertising	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.04 Library Insurance	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.0
3.05 Utility Services	\$23,000.00	\$0.00	\$23,000.00	\$1,370.86	\$3,950.83	\$19,049.17	82.8
3.06 Repairs and Maintenance	\$24,000.00	\$0.00	\$24,000.00	\$163.24	\$4,572.34	\$19,427.66	80.9
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	\$40.00	\$40.00	\$1,460.00	97.3
3.09 Other Services and Charges	\$30,000.00	\$0.00	\$30,000.00	\$1,385.92	\$9,504.23	\$20,495.77	68.3
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	\$6,100.00	\$0.00	\$6,100.00	\$109.90	\$384.73	\$5,715.27	93.7

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements		Percent
				This Month	YTD	
Subtotal	\$113,800.00		\$113,800.00	\$3,631.13	\$19,371.01	83.0
4. Capital Outlays						
4.02 Furniture and Equipment	\$16,000.00	\$0.00	\$16,000.00	\$720.00	\$720.00	95.5
4.03 Books	\$24,500.00	\$0.00	\$24,500.00	\$1,688.94	\$4,300.05	82.4
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	100.0
4.05 Nonprint Materials	\$12,750.00	\$0.00	\$12,750.00	\$323.50	\$574.87	95.5
Subtotal	\$56,750.00		\$56,750.00	\$2,732.44	\$5,594.92	90.1
Grand Total	\$458,550.00	\$0.00	\$458,550.00	\$21,847.01	\$74,508.02	83.8

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 03/01/25 To 03/31/25

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.04 Employee Benefits	\$3,300.00	\$0.00	\$3,300.00	\$0.00	\$0.00	\$3,300.00	100.0
Subtotal	\$3,300.00		\$3,300.00	\$0.00	\$0.00	\$3,300.00	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	\$28,300.00	\$0.00	\$28,300.00	\$0.00	\$0.00	\$28,300.00	100.0

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

Appropriation Report for 400 Library Improvement Reserve Fund

Monon Town & Township Public Library

Report Date: From 03/01/25 To 03/31/25

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.04 Employee Benefits	\$2,572.00	\$0.00	\$2,572.00	\$0.00	\$0.00	\$2,572.00	100.0
Subtotal	\$2,572.00		\$2,572.00	\$0.00	\$0.00	\$2,572.00	100.0
<i>3. Other Services and Charge</i>							
3.06 Repairs and Maintenance	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$0.00	\$26,000.00	100.0
Subtotal	\$26,000.00		\$26,000.00	\$0.00	\$0.00	\$26,000.00	100.0
Grand Total	\$28,572.00	\$0.00	\$28,572.00	\$0.00	\$0.00	\$28,572.00	100.0

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

Bank Balances

Date Printed: 04/02/25

Monon Town & Township Public Library

Report Dates = 03/01/25 to 03/31/25

<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	\$297,471.17	\$173,633.19	\$18,104.66	\$24,320.96	\$167,416.89
2 Alliance Bank 93548	\$338,967.04	\$389,335.61	\$49.60	\$0.00	\$389,385.21
3 Alliance Bank 93556	\$234,163.44	\$289,507.14	\$36.88	\$0.00	\$289,544.02
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,330,601.65	\$1,312,475.94	\$18,191.14	\$24,320.96	\$1,306,346.12

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 = 03/01/25 to 03/31/25

<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	\$604,114.56	\$21,847.01	\$174,508.02	\$15,697.11	\$49,157.73	\$478,764.27
Subtotal	\$604,114.56	\$21,847.01	\$174,508.02	\$15,697.11	\$49,157.73	\$478,764.27
2. Special Revenue						
200 Memorial/Gift Fund	\$5,952.16	\$0.00	\$95.85	\$0.75	\$2.24	\$5,858.55
201 Rainy Day Fund	\$360,603.60	\$0.00	\$0.00	\$34.53	\$50,368.83	\$410,972.43
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$2,678.31	\$52.08	\$156.24	\$0.00	\$614.03	\$3,136.10
275 Carroll White REMC Community	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276 Annie Horton Advisory Grant Fun	\$1,832.18	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$12,169.81	\$0.00	\$0.00	\$0.00	\$0.00	\$12,169.81
Subtotal	\$385,358.56	\$52.08	\$252.09	\$35.28	\$50,985.10	\$436,091.57
4. Capital Projects						
400 Library Improvement Reserve Fund	\$341,013.63	\$0.00	\$0.00	\$36.88	\$50,350.75	\$391,364.38
Subtotal	\$341,013.63	\$0.00	\$0.00	\$36.88	\$50,350.75	\$391,364.38
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	\$11.00	\$125.90
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$877.90	\$2,963.23	\$877.90	\$2,963.23	\$0.00
804 FICA	\$0.00	\$735.42	\$2,452.93	\$735.42	\$2,452.93	\$0.00
805 MEDICARE	\$0.00	\$172.00	\$573.69	\$172.00	\$573.69	\$0.00
806 STATE	\$0.00	\$375.21	\$1,264.29	\$375.21	\$1,264.29	\$0.00
807 COUNTY	\$0.00	\$261.34	\$879.00	\$261.34	\$879.00	\$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	\$5,000.00	\$0.00	\$5,000.00	\$0.00
Subtotal	\$114.90	\$2,421.87	\$13,133.14	\$2,421.87	\$13,144.14	\$125.90
Grand Total	\$1,330,601.65	\$24,320.96	\$187,893.25	\$18,191.14	\$163,637.72	\$1,306,346.12

Total all banks = \$1,306,346.12

Monon Town & Township Public Library

Report Dates = 03/01/25 to 03/31/25

Receipt Summaries for :		100	Operating
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
109	HONEY CREEK CARDS		\$640.00
130	FINES AND FEES	\$104.56	\$267.61
132	COPIES	\$200.15	\$438.78
152	LOCAL INCOME TAX (LIT)	\$15,373.42	\$46,120.26
156	LOF SAVINGS INTEREST	\$14.32	\$51.65
157	LOF INTEREST FROM CD		\$1,597.18
158	LOF CHECKING INTEREST	\$4.66	\$12.42
405	LIRF SAVINGS INTEREST		\$29.83
		<u>\$15,697.11</u>	<u>\$49,157.73</u>

Receipt Summaries for :		200	Memorial/Gift Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
303	MEMORIAL GIFT FUND INTEREST	\$0.75	\$2.24
		<u>\$0.75</u>	<u>\$2.24</u>

Receipt Summaries for :		201	Rainy Day Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
701	INTERFUND TRANSFER		\$50,000.00
923	RAINY DAY INTEREST	\$34.53	\$87.79
924	RAINY DAY INTEREST FROM CD		\$281.04
		<u>\$34.53</u>	<u>\$50,368.83</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		\$614.03
			<u>\$614.03</u>

Receipt Summaries for :		400	Library Improvement Reserve F
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
405	LIRF SAVINGS INTEREST	\$36.88	\$36.88
406	LIRF INTEREST FROM CD		\$313.87
701	INTERFUND TRANSFER		\$50,000.00

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

\$36.88 \$50,350.75

Receipt Summaries for :		
<i>Account</i>	<i>This Month</i>	<i>YTD</i>
961	EVERGREEN INDIANA RECEIPT	\$11.00
		\$11.00

Receipt Summaries for :		
<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$877.90
		\$877.90

Receipt Summaries for :		
<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$735.42
		\$735.42

Receipt Summaries for :		
<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$172.00
		\$172.00

Receipt Summaries for :		
<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$375.21
		\$375.21

Receipt Summaries for :		
<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$261.34
		\$261.34

Receipt Summaries for :		
<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$879.00
		\$879.00

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

702 INTERBANK TRANSFER

\$5,000.00

\$5,000.00

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

Printed On Wednesday, April 2, 2025

Collection Area	March 2025 Circulation	March 2024 Circulation	March 2023 Circulation
Adult Fiction	187	167	299
Adult Non-Fiction	38	54	116
Adult/Juvenile DVDs/Videos	141	165	144
Adult/Juvenile Audiobooks	7	12	5
Magazines	29	32	53
Juvenile Fiction	171	143	179
Juvenile Non-Fiction	31	38	54
Young Adult/Teen	16	9	32
Video Games	11	8	34
Hoopla	40	39	41
Overdrive (ebooks/e-audio)	344	312	247
Hotspots	11	2	19
Library of Things	4	0	2
Total Circulation (# of checkouts)	1030	981	1225

Librarian Report April 14, 2025

The Monon Utilities bill due March 15th was over twice the normal amount. The town has been notified and they checked our meter. The meter was jumping every so often. The wastewater charge was three times the normal and water was double. The town has noted that the library has a leak. 5 Star Plumbing has been contacted and found a small leak in the children's area sink. The town credited the library \$87.49. The bill was reduced from \$216.39 to \$131.90. The bill we received to pay April 15th is also higher than normal. Town employees have checked this situation again and have determined that the leak is somewhere in the library and not outside from the meter to the town water system.

Franklin and Arturo are working to scan the yearbooks. There are around 60 yearbooks. Barbara has been able to acquire e-yearbooks for the years 2020-2025. Advantage Archives has stated that since our yearbooks have been copied and can be saved to Google Docs that the total of digitalizing will be around \$2000 versus the previous cost of \$9000. There are 94 + microfilm newspaper reels which could possibly be done over a two- or three-year period using the Advantage Archives service. Enclosed are estimates for a two-year and 4-year plan.

We had not received Liberty Township's contract funds for 2024. Barbara called Joan Alma the township trustee. The payment had been mailed to us on February 6, 2025. It was never received or deposited. Liberty Township reissued the check and it was received April 1st.

The 2024 North White Yearbook and e-book have been ordered. The cost was \$62.00

Barbara will be giving a 10–15-minute tour of the library during the Monon Walking Tour held by the White County Historical Society on May 4, 2025. This is a fund raiser for the White County Historical Society and will also include Caboose Park, Gutwein Motors, Monon Civic Center, Monon Theater, Monon Methodist church, and the Hinkle House.

Laura - The Preschool Storytime and Library Club groups met all throughout March. The preschoolers learned about flamingos and elephants. The k-5th grade group learned how to make an origami dog and played a money literacy game. The last day for both groups will be on April 24 and then we will take a break before starting summer reading.

The teens met once in March. They did some spring canvas painting and played Uno. They will be meeting on April 8 and April 22.

The spring break Block Party was a success! We had 18 children and 9 adults. There were many new faces, great creations, and lots of teamwork!

Partnership Proposal

Prepared For:

**Monon Town &
Township Public
Library**

Contact Information:

Barbara Rayburn
brayburn@monon.lib.in.us
219-253-6517

Address:

427 N Market St
Monon, IN,

Prepared By:

Advantage Archives

Contact Information:

Grant Kaestner
grant@advantagearchives.com

Address:

1025 33rd Ave, SW
Cedar Rapids, IA
52404

Delivered: Mar 27, 2025 12:01 PM

Valid Until: Dec 31, 2025

Terms: Net 30 Days

Proposed Project:

Monon Town & Township Public Library Yearbook Conversion & 18 Reel Digitization

Scope Of Work:

Scan, Index, & OCR 18 reels of microfilm (local newspaper) in 400 DPI Grayscale scans. Upload content to, and create client's own, freely hosted, keyword searchable, online history archive. Archive to be hosted and linked at <https://monon.historyarchives.online>. Upload an additional 7,000 pages of historical yearbooks scanned by client on flash drive to their new freely hosted website. Client to receive backup hard drive copy of all their newspaper scans as PDFs. Send drive and reels back to client with invoice upon project completion.



4 year plan

\$ 5,000

Service	Details	Qty	Price	Adj.	Total
"AA" Package - Advantage Access Plan For Microfilm Digitization	<p>The Advantage Archive Access package converts your microfilm holdings into a digital archive that can be accessed for free from anywhere, anytime, and on any device.</p> <p>A dedicated Project Manager will coordinate resources and provide oversight throughout the project lifecycle. Experienced technicians will capture up to 550 frames or 1,100 images per 100-foot roll of 35mm microfilm per industry best practices. This ensures the digital reproduction represents the best quality possible given the condition and clarity of the images initially captured on film. Digital images will be split, cropped, de-skewed, indexed (by publication, city, state, date, and page number), processed, and ingested into a Community History Archive (CHA) search platform.</p> <p>Pricing is inclusive of project intake and set-up, dedicated project manager, microfilm digitization services, data management & administration, file output, post-processing and editing of digital images, indexing, OCR, the creation of a branded Community History Archive (CHA), ingestion of collection into the CHA, hosting, bandwidth, file storage, ongoing platform development, marketing resources and partner support, standard quality assurance process, and return shipping. Pricing does not include charges for shipping or related to image counts exceeding 1,100 per reel. A charge of \$0.18 per image will be invoiced for each image over 1,100 per reel. Additional charges for the handling of fragile or "at-risk" microfilm, complex project management, additional indexing, changes or tasks that fall outside the agreed-upon scope of the project, enhanced QA, collection auditing, or other unique requirements may apply.</p>	18	\$ 195.00	\$ 0.00	\$ 3,510.00

Service	Details	Qty	Price	Adj.	Total
<p>"AA" Package - Advantage Access For Previously Digitized Or Digitally Born Content</p>	<p>The Advantage Archive Access (AA) package for previously digitized content allows institutions to adapt existing digital images to incorporate them into a new or existing Community History Archive search platform, improving the discoverability of the institution's holdings.</p> <p>A dedicated Project Manager will coordinate resources and provide oversight throughout the project lifecycle. Images will be converted to meet the standards and specific requirements for compatibility with the Community History Archive with no modifications or image manipulation and indexed by publication, city, state, date, and page number, making local history available in a digital archive that the community can access for free from anywhere, anytime, and on any device.</p> <p>Pricing includes project intake and set-up, dedicated project manager, image conversion services, data management and administration, file output, the creation of a branded Community History Archive (CHA), ingestion of collection into the CHA, hosting, bandwidth, file storage, ongoing platform development, marketing resources and partner support, and standard quality assurance process. Pricing does not include charges related to cropping, deskewing, splitting, image edits, OCR, complex project management, additional indexing, changes or tasks that fall outside the agreed-upon scope of the project, enhanced QA, collection auditing, or other unique requirements.</p>	7,000	\$ 0.18	\$ 0.00	\$ 1,260.00
<p>Delivery: Digital Images Prepared And Delivered On 2TB SSD</p>	<p>Technical Resource for verifying, preparing, exporting, and delivering digital images on a high-speed 2TB USB 3.2 Gen2 External Solid State Drive. These drives offer a significant speed advantage, transferring files nearly 9.5 times faster than traditional external hard disk drives (HDD) with read speeds of up to 1,050 Mb/s and write speeds of up to 1,000 Mb/s. Tasks include but are not limited to confirming the file naming convention, validating files, conducting technical checks, and ensuring an equitable count of received, generated, and prepared files for delivery. The file organization will adhere to the metadata collected, with PDF files arranged into logical groupings such as publication title, issue, date, and year. Additionally, multipage PDFs will be generated to facilitate easy navigation.</p>	1	\$ 200.00	\$ 0.00	\$ 200.00

Service	Details	Qty	Price	Adj.	Total
Shipping Coordination & Material Logistics - Per Label Generated	The coordination and logistics required for the safe transport, handling, and inventory of original materials received or returned. This service charge includes boxes, pre-paid shipping labels, tracking, and all labor associated with inventory, intake, and related operations, such as material handling, creating project documentation, and ensuring proper intake or material return processes. Secure storage of the original materials in Advantage's records management facility is also provided for the duration of the project.	1	\$ 30.00	\$ 0.00	\$ 30.00

Questions?

Contact Grant Kaestner at
grant@advantagearchives.com

Total List Price: \$ 5,000.00
Adjustments Applied: \$ 0.00
Total Investment: \$ 5,000.00

Partnership Agreement:

Your signature below indicates acceptance of this proposal to Monon Town & Township Public Library Yearbook Conversion & 18 Reel Digitization for the Monon Town & Township Public Library, and that you agree to the terms and conditions herein.

Terms & Conditions:

Payment terms are net thirty (30) days from the date of the invoice. Invoice will be sent at the completion of each phase of the project.

By signing this quote, you acknowledge that you agree to the terms and conditions. Any details not included in writing in this quotation are not binding upon either party. If the source materials are in a condition unknown or undisclosed by the client at the time of quotation, it will be voided and a new estimate will be issued to more accurately outline the Scope Of Work for this project.

Advantage Preservation strictly adheres to Federal Copyright Law and will not digitally reproduce any content that is not in the Public Domain without written permission from the rights holder.

We trust that you will find our quote satisfactory and look forward to working with you. Please contact us should you have any question at 1-855-303-2727

Accepted By: _____ On ___/___/____

Authorized Representative Of Monon Town & Township Public Library

Return To:

Partnership Proposal

Prepared For:
**Monon Town &
Township Public
Library**

Contact Information:
Barbara Rayburn
brayburn@monon.lib.in.us
219-253-6517

Address:
427 N Market St
Monon, IN,

Prepared By:
Advantage Archives

Contact Information:
Grant Kaestner
grant@advantagearchives.com

Address:
1025 33rd Ave, SW
Cedar Rapids, IA
52404


Delivered: Mar 28, 2025 01:15 PM
Valid Until: Dec 31, 2025
Terms: Net 30 Days

Proposed Project:

Monon Town & Township Public Library Yearbook Conversion & 44 Reel Digitization

Scope Of Work:

Scan, Index, & OCR 44 reels of microfilm (local newspaper) in 400 DPI Grayscale scans. Upload content to, and create client's own, freely hosted, keyword searchable, online history archive. Archive to be hosted and linked at <https://monon.historyarchives.online>. Upload an additional 7,000 pages of historical yearbooks scanned by client on flash drive to their new freely hosted website. Client to receive backup hard drive copy of all their newspaper scans as PDFs. Send drive and reels back to client with invoice upon project completion.



2 year Plan
\$10,000

Service	Details	Qty	Price	Adj.	Total
"AA" Package - Advantage Access Plan For Microfilm Digitization	<p>The Advantage Archive Access package converts your microfilm holdings into a digital archive that can be accessed for free from anywhere, anytime, and on any device.</p> <p>A dedicated Project Manager will coordinate resources and provide oversight throughout the project lifecycle. Experienced technicians will capture up to 550 frames or 1,100 images per 100-foot roll of 35mm microfilm per industry best practices. This ensures the digital reproduction represents the best quality possible given the condition and clarity of the images initially captured on film. Digital images will be split, cropped, de-skewed, indexed (by publication, city, state, date, and page number), processed, and ingested into a Community History Archive (CHA) search platform.</p> <p>Pricing is inclusive of project intake and set-up, dedicated project manager, microfilm digitization services, data management & administration, file output, post-processing and editing of digital images, indexing, OCR, the creation of a branded Community History Archive (CHA), ingestion of collection into the CHA, hosting, bandwidth, file storage, ongoing platform development, marketing resources and partner support, standard quality assurance process, and return shipping. Pricing does not include charges for shipping or related to image counts exceeding 1,100 per reel. A charge of \$0.18 per image will be invoiced for each image over 1,100 per reel. Additional charges for the handling of fragile or "at-risk" microfilm, complex project management, additional indexing, changes or tasks that fall outside the agreed-upon scope of the project, enhanced QA, collection auditing, or other unique requirements may apply.</p>	44	\$ 193.50	\$ 0.00	\$ 8,514.00

Service	Details	Qty	Price	Adj.	Total
"AA" Package - Advantage Access For Previously Digitized Or Digitally Born Content	<p>The Advantage Archive Access (AA) package for previously digitized content allows institutions to adapt existing digital images to incorporate them into a new or existing Community History Archive search platform, improving the discoverability of the institution's holdings.</p> <p>A dedicated Project Manager will coordinate resources and provide oversight throughout the project lifecycle. Images will be converted to meet the standards and specific requirements for compatibility with the Community History Archive with no modifications or image manipulation and indexed by publication, city, state, date, and page number, making local history available in a digital archive that the community can access for free from anywhere, anytime, and on any device.</p> <p>Pricing includes project intake and set-up, dedicated project manager, image conversion services, data management and administration, file output, the creation of a branded Community History Archive (CHA), ingestion of collection into the CHA, hosting, bandwidth, file storage, ongoing platform development, marketing resources and partner support, and standard quality assurance process. Pricing does not include charges related to cropping, deskewing, splitting, image edits, OCR, complex project management, additional indexing, changes or tasks that fall outside the agreed-upon scope of the project, enhanced QA, collection auditing, or other unique requirements.</p>	7,000	\$ 0.18	\$ 0.00	\$ 1,260.00
Delivery: Digital Images Prepared And Delivered On 2TB SSD	<p>Technical Resource for verifying, preparing, exporting, and delivering digital images on a high-speed 2TB USB 3.2 Gen2 External Solid State Drive. These drives offer a significant speed advantage, transferring files nearly 9.5 times faster than traditional external hard disk drives (HDD) with read speeds of up to 1,050 Mb/s and write speeds of up to 1,000 Mb/s. Tasks include but are not limited to confirming the file naming convention, validating files, conducting technical checks, and ensuring an equitable count of received, generated, and prepared files for delivery. The file organization will adhere to the metadata collected, with PDF files arranged into logical groupings such as publication title, issue, date, and year. Additionally, multipage PDFs will be generated to facilitate easy navigation.</p>	1	\$ 200.00	\$ 0.00	\$ 200.00

Advantage Archives

Service	Details	Qty	Price	Adj.	Total
Shipping Coordination & Material Logistics - Per Label Generated	The coordination and logistics required for the safe transport, handling, and inventory of original materials received or returned. This service charge includes boxes, pre-paid shipping labels, tracking, and all labor associated with inventory, intake, and related operations, such as material handling, creating project documentation, and ensuring proper intake or material return processes. Secure storage of the original materials in Advantage's records management facility is also provided for the duration of the project.	1	\$ 26.00	\$ 0.00	\$ 26.00

Questions?

Contact Grant Kaestner at
grant@advantagearchives.com

Total List Price: \$ 10,000.00
Adjustments Applied: \$ 0.00
Total Investment: \$ 10,000.00



Partnership Agreement:

Your signature below indicates acceptance of this proposal to Monon Town & Township Public Library Yearbook Conversion & 44 Reel Digitization for the Monon Town & Township Public Library, and that you agree to the terms and conditions herein.

Terms & Conditions:

Payment terms are net thirty (30) days from the date of the invoice. Invoice will be sent at the completion of each phase of the project.

By signing this quote, you acknowledge that you agree to the terms and conditions. Any details not included in writing in this quotation are not binding upon either party. If the source materials are in a condition unknown or undisclosed by the client at the time of quotation, it will be voided and a new estimate will be issued to more accurately outline the Scope Of Work for this project.

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We trust that you will find our quote satisfactory and look forward to working with you. Please contact us should you have any question at 1-855-303-2727

Accepted By: _____ On ___/___/_____

Authorized Representative Of Monon Town & Township Public Library

Return To:

White County Historical Society Presents:

MONON WALKING TOUR

When: May 4, 2025
Where: Tour Begins at Caboose Park
Cost: \$10.00 per person (Advance Sales Only)
Time: 2:00 pm
Reservations: Debby Green at 574-583-3998

Join the **White County Historical Society** in cooperation with the **Monon Civic Preservation Society** for a walking tour of historic Monon. We will visit the following locations:

Location:	Presenter:
Caboose Park	Jim Davis
Gutwein Motors, 1919	Brad Gutwein
Monon Civic Center, 1887	Julie Gutwein
Monon Theater, 1938	Deb Vandervort
Monon Library, 1914	Barb Rayburn
Monon Methodist Church, 1913	Larry Brown & Devon Querry
Hinkle House, 1902 (Presentation Only)	Rena Sterrett

Enjoy light refreshments at the Monon Civic Center stop.

After the Monon Walking Tour join us at the Whistle Stop/Monon Connection for dinner and a tour the railroad museum and Flagler Car. The cost of dinner and museum admission is not included in the Monon Walking Tour price. Last museum tour begins at 4:00 pm.

