

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

1. Call to Order
2. Approval of June 9, 2025 Board Meeting Minutes
3. Claims/Payroll for June 2025/Treasurer's Report
  
4. Librarian's Report
  
5. Personnel Report
  - a. Jacqui Hoover time-off request
  
6. Old Business
  - a. Advantage Archives yearbook proposal signed
  
7. New Business
  
  
8. Adjournment

The next meeting is Monday, August 11, 2025 at 6PM.

**Library Board Members**

Clark Raver – President  
Appointed by Monon Township Board  
12/30/2009- Term expires 12/31/2025

Jennifer Annis - Treasurer  
Appointed by White County Commissioners  
02/17/2012 -Term expires 11/22/2028

Desi Kyle – Vice President  
Appointed by North White School Board  
12/14/2015 - Term expires 12/31/2027

Stanley Minnick – Secretary  
Appointed by North White School Board  
01/01/2023 -Term expires 12/31/2026

Bobbi Jo Fagerlind - Member  
Appointed by Monon Town Council  
01/01/2025 -Term expires 12/31/2025

Tyler Worrell - Member  
Appointed by White County Council  
01/06/2025 -Term expires 12/31/2029

Benjamin Cook - Member  
Appointed by North White School Board  
01/13/2025 -Term expires: 3/10/26

Monon Town and Township Public Library Board of Trustees Meeting  
Monday, June 9, 2025, 6PM

**Present:** Clark Raver, Stan Minnick, Jennifer Annis, Tyler Worrell, Ben Cook, Desi Kyle

**Absent -** Bobbie Fagerlind

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

**Minutes** – Tyler Worrell made a motion to approve the May 12, 2025 board meeting minutes and Jennifer Annis 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.

**Resolutions** – Tyler Worrell made the motion to accept the changes/resolution to the Appropriations moving \$10597.25 from Salary of Librarian to Salary of Assistant and the resolution to pay claims, payroll and PERF from 2024 through 2025 on-line. Stan Minnick seconded the motion. All were in favor and the motion passed.

**Barbara-** 5 Star Plumbing was called to unclog the men's toilet on May 14, 2025. When Barbara arrived to work May 15<sup>th</sup>, the toilet was plugged again. 5 Star had already informed us that if it happened again that we would need to contact Godlove's Enterprises. Godlove's used a scope to access the pipes. We were told that the pipes are old however they are not bad enough to cause all these problems. We agreed that we would purchase another toilet before getting estimates on possible trench-less pipe lining repair. The new toilet seems to have solved the issue.

*NU-FLOW SEWER AND DRAIN LINING – NuDrain structural lining technology actually enhances the structural strength of the existing pipe and acts as a stand-alone "pipe within a pipe."*

The Indiana NW Indiana small Directors group has decided a date for a combined Staff Training Day. They would like to hold it on Tuesday, September 16, 2025 at the Remington library. There will be a cost to this training. The amount has not been determined yet. The library would need to be closed for the staff to attend.

Laura - Summer Reading will be starting for preschool and K-5th grade on June 5. The children will be making rainbow fish, building with dado squares, and designing bears this summer. Hedgehog Hannah will be bringing animals on June 11 and Noggin the sled dog will be visiting with her human, Karen Land, on July 3.

Beyond Summer Reading for the teens will begin on June 10. They will be reading *Al Capone Does My Shirts* by Gennifer Choldenko to earn a grand prize at the end of the summer reading program. They also have the opportunity to earn extra prizes by doing challenges like checkout an item from our Library of Things collection or try out a recipe from one of the library's cookbooks.

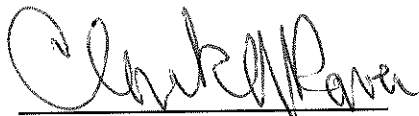
Monon Town and Township Public Library Board of Trustees Meeting  
Monday, June 9, 2025, 6PM

**Old Business** – Advantage Archives Digitalizing was discussed. Jennifer Annis made the motion to use Advantage Archives to digitalize the yearbooks the library currently has available. Desi Kyle seconded the motion. All were in favor. The motion passed.

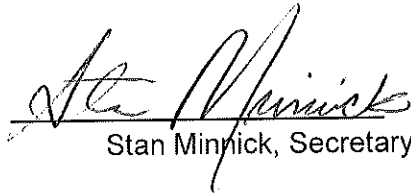
Purchasing more Monon Public Library bags was discussed. We have an estimate for 4imprint company. It was decided that we should pursue a more updated picture of the library before purchasing.

**New Business** – NW Indiana Small Libraries staff training day scheduled for September 16 will be attended by Barbara and Laura. This will be held at the Remington Carpenter Public Library in Remington, Indiana. The Monon Public Library will remain open regular hours on this day.

Desi Kyle made a motion to adjourn the meeting at 6:40 PM and Ben Cook seconded. All present were in favor, and the motion passed. The next regular meeting will be Monday, July 14, 2025 at 6 PM.



Clark Raver, President



Stan Minnick, Secretary

# Appropriation Report for 100 Operating

Monon Town & Township Public Library

Report Date: From 06/01/25 To 06/30/25

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>1. Personal Services</b>							
1.01 Salary of Librarian	\$130,000.00	(\$10,597.25)	\$119,402.75	\$7,122.77	\$32,898.30	\$86,504.45	72.4
1.02 Salary of Assistants	\$70,000.00	\$10,597.25	\$80,597.25	\$5,868.00	\$41,902.84	\$38,694.41	48.0
1.03 Salary of Custodian	\$7,000.00	\$0.00	\$7,000.00	\$514.97	\$3,094.18	\$3,905.82	55.8
1.04 Employee Benefits	\$70,000.00	\$0.00	\$70,000.00	\$3,537.55	\$19,483.26	\$50,516.74	72.2
<b>Subtotal</b>	<b>\$277,000.00</b>	<b>\$0.00</b>	<b>\$277,000.00</b>	<b>\$17,043.29</b>	<b>\$97,378.58</b>	<b>\$179,621.42</b>	<b>64.8</b>
<b>2. Supplies</b>							
2.02 Cleaning and Sanitation Supplies	\$2,800.00	\$0.00	\$2,800.00	\$203.07	\$577.79	\$2,222.21	79.4
2.04 Library Supplies	\$8,200.00	\$0.00	\$8,200.00	\$601.80	\$1,799.02	\$6,400.98	78.1
<b>Subtotal</b>	<b>\$11,000.00</b>		<b>\$11,000.00</b>	<b>\$804.87</b>	<b>\$2,376.81</b>	<b>\$8,623.19</b>	<b>78.4</b>
<b>3. Other Services and Charge</b>							
3.01 Professional Services	\$2,100.00	\$0.00	\$2,100.00	\$0.00	\$400.00	\$1,700.00	81.0
3.02 Communication and Transportation	\$12,500.00	\$0.00	\$12,500.00	\$160.19	\$1,008.22	\$11,491.78	91.9
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	\$948.89	\$6,713.62	\$16,286.38	70.8
3.06 Repairs and Maintenance	\$24,000.00	\$0.00	\$24,000.00	\$206.00	\$6,947.34	\$17,052.66	71.1
3.07 Rentals	\$100.00	\$0.00	\$100.00	\$25.00	\$25.00	\$75.00	75.0
3.08 Dues, Interest, Taxes	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$40.00	\$1,460.00	97.3
3.09 Other Services and Charges	\$30,000.00	\$0.00	\$30,000.00	\$5,287.20	\$17,324.43	\$12,675.57	42.3
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	\$140.90	\$1,315.10	\$4,784.90	78.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
<b>Subtotal</b>	\$113,800.00		\$113,800.00	\$6,768.18	\$33,773.71	\$80,026.29	70.3
<b>4. Capital Outlays</b>							
4.02 Furniture and Equipment	\$16,000.00	\$0.00	\$16,000.00	\$127.00	\$1,069.36	\$14,930.64	93.3
4.03 Books	\$24,500.00	\$0.00	\$24,500.00	\$1,606.92	\$8,994.25	\$15,505.75	63.3
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$50.00	\$50.00	\$3,450.00	98.6
4.05 Nonprint Materials	\$12,750.00	\$0.00	\$12,750.00	\$168.55	\$1,439.48	\$11,310.52	88.7
<b>Subtotal</b>	\$56,750.00		\$56,750.00	\$1,952.47	\$11,553.09	\$45,196.91	79.6
<b>Grand Total</b>	\$458,550.00	\$0.00	\$458,550.00	\$26,568.81	\$145,082.19	\$313,467.81	68.4

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 06/01/25 To 06/30/25

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	\$3,300.00	\$0.00	\$3,300.00	\$0.00	\$0.00	\$3,300.00	100.0
<b>Subtotal</b>	\$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
<b>Subtotal</b>	\$25,000.00		\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
<b>Grand Total</b>	\$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 06/01/25 To 06/30/25

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	\$2,572.00	\$0.00	\$2,572.00	\$0.00	\$0.00	\$2,572.00	100.0
<b>Subtotal</b>	<b>\$2,572.00</b>		<b>\$2,572.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,572.00</b>	<b>100.0</b>
<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
<b>Subtotal</b>	<b>\$26,000.00</b>		<b>\$26,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$26,000.00</b>	<b>100.0</b>
<b>Grand Total</b>	<b>\$28,572.00</b>	<b>\$0.00</b>	<b>\$28,572.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,572.00</b>	<b>100.0</b>

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 = 06/01/25 to 06/30/25

Fund		Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
<b>1. General</b>							
100	Operating	\$604,114.56	\$26,568.81	\$245,082.19	\$165,729.83	\$284,824.09	\$643,856.46
	<b>Subtotal</b>	<b>\$604,114.56</b>	<b>\$26,568.81</b>	<b>\$245,082.19</b>	<b>\$165,729.83</b>	<b>\$284,824.09</b>	<b>\$643,856.46</b>
<b>2. Special Revenue</b>							
200	Memorial/Gift Fund	\$5,952.16	\$20.00	\$384.47	\$0.75	\$124.43	\$5,692.12
201	Rainy Day Fund	\$360,603.60	\$0.00	\$0.00	\$34.64	\$51,085.47	\$411,689.07
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	\$694.08	\$0.00	\$614.03	\$2,598.26
275	Carroll White REMC Community	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276	Annie Horton Advisory Grant Fund	\$1,832.18	\$822.00	\$822.00	\$1,000.00	\$1,000.00	\$2,010.18
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
	<b>Subtotal</b>	<b>\$385,358.56</b>	<b>\$894.08</b>	<b>\$1,900.55</b>	<b>\$1,035.39</b>	<b>\$52,823.93</b>	<b>\$436,281.94</b>
<b>4. Capital Projects</b>							
	Library Improvement Reserve Fund	\$341,013.63	\$0.00	\$0.00	\$36.99	\$51,162.66	\$392,176.29
	<b>Subtotal</b>	<b>\$341,013.63</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36.99</b>	<b>\$51,162.66</b>	<b>\$392,176.29</b>
<b>5. Clearing</b>							
800	PLAC Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801	Evergreen Indiana Pass Through Fund	\$114.90	\$0.00	\$41.70	\$0.00	\$11.00	\$84.20
802	Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803	FEDERAL	\$0.00	\$1,016.79	\$5,845.91	\$1,016.79	\$5,845.91	\$0.00
804	FICA	\$0.00	\$837.36	\$4,829.54	\$837.36	\$4,829.54	\$0.00
805	MEDICARE	\$0.00	\$195.83	\$1,129.52	\$195.83	\$1,129.52	\$0.00
806	STATE	\$0.00	\$430.17	\$2,484.58	\$430.17	\$2,484.58	\$0.00
807	COUNTY	\$0.00	\$302.21	\$1,735.10	\$302.21	\$1,735.10	\$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
	<b>Subtotal</b>	<b>\$114.90</b>	<b>\$2,782.36</b>	<b>\$21,066.35</b>	<b>\$2,782.36</b>	<b>\$21,035.65</b>	<b>\$84.20</b>
<b>Grand Total</b>		<b>\$1,330,601.65</b>	<b>\$30,245.25</b>	<b>\$268,049.09</b>	<b>\$169,584.57</b>	<b>\$409,846.33</b>	<b>\$1,472,398.89</b>

**Total all banks = \$1,472,398.89**



# Register Of Claims

Monon Town & Township Public Library

Report Date: From 06/01/25 To 06/30/25

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	178	Indiana Dept. of Revenue	STATE COUNTY	Payroll Withholding Payroll Withholding <b>Total this claim</b>	\$430.17 \$302.21 \$732.38	06/30/25	State and County Tax Deposit
0	170	NIPSCO	Operating	Utility Services <b>Total this claim</b>	\$854.86 \$854.86	06/15/25	
0	189	Alliance Bank	Operating	Other Services and Charges <b>Total this claim</b>	\$12.16 \$12.16	06/30/25	Direct Deposit Charge
0	174	Payroll	Operating Operating Operating	Salary of Librarian Salary of Assistants Salary of Custodian <b>Total this claim</b>	\$3,642.23 \$3,013.58 \$242.34 \$6,898.15	06/15/25	PAYROLL
0	175	PERF	Operating PERF	Employee Benefits Payroll Withholding <b>Total this claim</b>	\$671.18 \$0.00 \$671.18	06/30/25	PERF Deposit
0	177	Internal Revenue Service	Operating Operating FEDERAL FICA MEDICARE	Employee Benefits Employee Benefits Payroll Withholding Payroll Withholding Payroll Withholding <b>Total this claim</b>	\$837.36 \$195.83 \$1,016.79 \$837.36 \$195.83 \$3,083.17	06/30/25	Federal Tax Deposit
0	173	PERF	Operating PERF	Employee Benefits Payroll Withholding <b>Total this claim</b>	\$702.69 \$0.00 \$702.69	06/15/25	PERF Deposit
0	157	Anthem Blue Cross Blue Shield	Operating	Employee Benefits <b>Total this claim</b>	\$1,096.74 \$1,096.74	06/15/25	0202506307078

<b>Warrant Number</b>	<b>Claim Number</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Account</b>	<b>Amount</b>	<b>Date</b>	<b>Explanation</b>
0	176	Payroll	Operating	Salary of Librarian	\$3,480.54	06/30/25	PAYROLL
			Operating	Salary of Assistants	\$2,854.42		
			Operating	Salary of Custodian	\$272.63		
				<b>Total this claim</b>	<b>\$6,607.59</b>		
0	187	VISA	Operating	Cleaning and Sanitation Supplie	\$203.07	06/30/25	Walmart
			Operating	Books	\$66.94		
			Operating	Furniture and Equipment	\$127.00		
			Operating	Nonprint Materials	\$67.35		
			Operating	Library Supplies	\$418.96		
				<b>Total this claim</b>	<b>\$883.32</b>		
0	159	Alliance Bank	Operating	Rentals	\$25.00	06/15/25	Safe Deposit Box rental
				<b>Total this claim</b>	<b>\$25.00</b>		
24209	154	AVC Technology Corporation	Operating	Other Services and Charges	\$1,278.52	06/09/25	April 2025
				<b>Total this claim</b>	<b>\$1,278.52</b>		
24210	156	Hedgehog Hannah	Annie Horton Advisory	Other	\$422.00	06/11/25	children's program
				<b>Total this claim</b>	<b>\$422.00</b>		
24211	158	Anthem Life	Operating	Employee Benefits	\$33.75	06/15/25	Life Ins.
				<b>Total this claim</b>	<b>\$33.75</b>		
24212	160	AVC Technology Corporation	Operating	Other Services and Charges	\$1,278.52	06/15/25	
				<b>Total this claim</b>	<b>\$1,278.52</b>		
24213	161	Baker & Taylor	Operating	Books	\$333.60	06/15/25	
				<b>Total this claim</b>	<b>\$333.60</b>		
24214	162	Cardinal Office Products	Operating	Other Services and Charges	\$95.00	06/15/25	RICOH color printer
				<b>Total this claim</b>	<b>\$95.00</b>		
24215	163	Center Point Large Print	Operating	Books	\$159.72	06/15/25	
				<b>Total this claim</b>	<b>\$159.72</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24216	164	Five Star Plumbing, LLC	Operating	Repairs and Maintenance	\$95.00	06/15/25	toilet repair
				<b>Total this claim</b>	\$95.00		
24217	165	Just CrossStitch	Operating	Periodicals and Newspapers	\$50.00	06/15/25	2 year subscription
				<b>Total this claim</b>	\$50.00		
24218	166	LIGHTSTREAM	Operating	Communication and Transportati	\$160.19	06/15/25	
				<b>Total this claim</b>	\$160.19		
24219	167	hoopla/Midwest Tape LLC	Operating	E Book Services & Hoopla	\$140.90	06/15/25	
				<b>Total this claim</b>	\$140.90		
24220	168	Midwest Tape, LLC	Operating	Nonprint Materials	\$43.48	06/15/25	
				<b>Total this claim</b>	\$43.48		
24221	169	Monon Utilities	Operating	Utility Services	\$94.03	06/15/25	
				<b>Total this claim</b>	\$94.03		
24222	171	PSI Plastic Graphics	Operating	Library Supplies	\$182.84	06/15/25	cards & keytag Green
				<b>Total this claim</b>	\$182.84		
24223	172	Zayo Education, LLC	State Technology Fund	Other	\$52.08	06/15/25	
				<b>Total this claim</b>	\$52.08		
24224	179	Baker & Taylor	Operating	Books	\$632.67	06/30/25	
				<b>Total this claim</b>	\$632.67		
24225	180	CENGAGE Learning/ Gale	Operating	Books	\$257.52	06/30/25	
				<b>Total this claim</b>	\$257.52		
24226	181	Center Point Large Print	Operating	Books	\$156.47	06/30/25	
				<b>Total this claim</b>	\$156.47		
24227	182	Five Star Plumbing, LLC	Operating	Repairs and Maintenance	\$111.00	06/30/25	wax rings, johnny bolts
				<b>Total this claim</b>	\$111.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24228	183	Laura E. Burcham	Memorial/Gift Fund	Memorial	\$20.00	06/30/25	Gift Card prizes- Teen group
				<b>Total this claim</b>	\$20.00		
24229	184	Midwest Tape, LLC	Operating	Nonprint Materials	\$57.72	06/30/25	
				<b>Total this claim</b>	\$57.72		
24230	185	Karen Land	Annie Horton Advisory	Other	\$400.00	06/30/25	Dog Mushing Program
				<b>Total this claim</b>	\$400.00		
24231	186	Sam's Pest Control	Operating	Other Services and Charges	\$175.00	06/30/25	
				<b>Total this claim</b>	\$175.00		
24232	188	Indiana State Library/ Info Expre	Operating	Other Services and Charges	\$2,448.00	06/30/25	
				<b>Total this claim</b>	\$2,448.00		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$30,245.25

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.

Monday, July 7, 2025

Jennifer S. Davis  
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 5 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$30,245.25

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Clark Alvarado Robert Fayard Jennifer S. Davis  
Steve Whinnick Deborah K. K.  
Paul Cook

### SIGNATURES OF GOVERNING BOARD

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

**Monon Town & Township Public Library**

*Report Dates = 06/01/25 to 06/30/25*

<b>Receipt Summaries for :</b>		<b>100</b>	<b>Operating</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
109	HONEY CREEK CARDS		\$640.00
110	LIBERTY TOWNSHIP CARDS		\$1,890.00
130	FINES AND FEES	\$55.90	\$475.76
131	FAX	\$44.05	\$44.05
132	COPIES	\$96.50	\$851.58
150	LOF PROPERTY TAXES	\$141,728.43	\$141,728.43
152	LOCAL INCOME TAX (LIT)	\$15,373.42	\$127,822.52
154	LOF LICENSE EXCISE	\$7,589.01	\$7,589.01
155	LOF FINANCIAL INSTITUTION TAX	\$129.48	\$129.48
156	LOF SAVINGS INTEREST	\$14.31	\$93.75
157	LOF INTEREST FROM CD		\$2,809.54
158	LOF CHECKING INTEREST	\$7.73	\$29.14
159	LOF CVET	\$691.00	\$691.00
405	LIRF SAVINGS INTEREST		\$29.83
		<hr/>	<hr/>
		\$165,729.83	\$284,824.09

<b>Receipt Summaries for :</b>		<b>200</b>	<b>Memorial/Gift Fund</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
302	MEMORIAL FUND RECEIPT		\$120.00
303	MEMORIAL GIFT FUND INTEREST	\$0.75	\$4.43
		<hr/>	<hr/>
		\$0.75	\$124.43

<b>Receipt Summaries for :</b>		<b>201</b>	<b>Rainy Day Fund</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
701	INTERFUND TRANSFER		\$50,000.00
923	RAINY DAY INTEREST	\$34.64	\$189.23
924	RAINY DAY INTEREST FROM CD		\$896.24
		<hr/>	<hr/>
		\$34.64	\$51,085.47

<b>Receipt Summaries for :</b>		<b>226</b>	<b>State Technology Fund Grant F</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
821	STATE TECHNOLOGY FUND GRA		\$614.03

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

*Printed On Monday, July 7, 2025*

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\$614.03

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**Receipt Summaries for :                      276                      Annie Horton Advisory Grant Fu**

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<i>Account</i>		<i>This Month</i>	<i>YTD</i>
964	Annie Horton Advised Fund	\$1,000.00	\$1,000.00
		<hr/>	<hr/>
		\$1,000.00	\$1,000.00

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**Receipt Summaries for :                      400                      Library Improvement Reserve F**

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<i>Account</i>		<i>This Month</i>	<i>YTD</i>
405	LIRF SAVINGS INTEREST	\$36.99	\$145.30
406	LIRF INTEREST FROM CD		\$1,017.36
701	INTERFUND TRANSFER		\$50,000.00
		<hr/>	<hr/>
		\$36.99	\$51,162.66

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**Receipt Summaries for :                      801                      Evergreen Indiana Pass Throug**

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<i>Account</i>		<i>This Month</i>	<i>YTD</i>
961	EVERGREEN INDIANA RECEIPT		\$11.00
		<hr/>	<hr/>
			\$11.00

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**Receipt Summaries for :                      803                      FEDERAL**

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<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$1,016.79	\$5,845.91
		<hr/>	<hr/>
		\$1,016.79	\$5,845.91

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**Receipt Summaries for :                      804                      FICA**

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<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$837.36	\$4,829.54
		<hr/>	<hr/>
		\$837.36	\$4,829.54

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**Receipt Summaries for :                      805                      MEDICARE**

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<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$195.83	\$1,129.52
		<hr/>	<hr/>
		\$195.83	\$1,129.52

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

Printed On Monday, July 7, 2025

Receipt Summaries for :		806	STATE
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$430.17	\$2,484.58
		\$430.17	\$2,484.58

Receipt Summaries for :		807	COUNTY
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$302.21	\$1,735.10
		\$302.21	\$1,735.10

Receipt Summaries for :		810	Transfer Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
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 Monday, July 7, 2025



# Bank Balances

Date Printed: 07/07/25

## Monon Town & Township Public Library

Report Dates = 06/01/25 to 06/30/25

<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	\$192,644.19	\$169,497.88	\$30,245.25	\$331,896.82
2 Alliance Bank 93548	\$338,967.04	\$390,096.44	\$49.70	\$0.00	\$390,146.14
3 Alliance Bank 93556	\$234,163.44	\$290,318.94	\$36.99	\$0.00	\$290,355.93
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
<b>Total all banks =</b>	<b>\$1,330,601.65</b>	<b>\$1,333,059.57</b>	<b>\$169,584.57</b>	<b>\$30,245.25</b>	<b>\$1,472,398.89</b>

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

Collection Area	June 2025 Circulation	June 2024 Circulation	June 2023 Circulation
Adult Fiction	319	317	269
Adult Non-Fiction	73	59	132
Adult/Juvenile DVDs/Videos	147	155	151
Adult/Juvenile Audiobooks	18	12	1
Magazines	24	24	33
Juvenile Fiction	65	57	272
Juvenile Non-Fiction	31	19	40
Young Adult/Teen	13	25	27
Video Games	7	17	37
Hoopla	61	46	23
Overdrive (ebooks/e-audio)	313	319	257
Hotspots	14	5	20
Library of Things	12	6	5
Spanish items	2	0	1
<b>Total Circulation (# of checkouts)</b>	<b>1099</b>	<b>1061</b>	<b>1268</b>

## Librarian's Report

July 14, 2025

Barbara –The Indiana State Auditors met at the library on June 12<sup>th</sup> with Barbara, Clark and Jennifer. The audit will take around a week. When the audit is completed, we will have a closing meeting. It should be towards the first part of July.

Christine's Photography has taken professional pictures of the Monon Town and Township Public Library. The photo will be used for promotional items as well as historical documentation. Cost for this project was quoted at \$70.

The west children's area A/C unit has been temporarily repaired by 5 Star Heating and Plumbing. The library board was notified by email of the situation. The unit is around 20 years old and the temporary fix will probably only last a few weeks. Stan Minnick, Clark Raver and Jennifer Annis have expressed their desire to proceed with replacing the a/c unit that has been estimated at \$9000.00. The new unit has been installed.

Edith's brother died of a heart aneurism on Friday, June 20<sup>th</sup>. Luis Montoya was 24 years old. He was an active participant in the after-school library club and the teen Youth Advisory Board.

Jacqui Hoover has requested extended time off for the months of July and August 2025. Earlier this year, I spoke with Jacqui regarding her availability and work schedule. During that conversation, I acknowledged that the library has been very understanding and accommodating over the past two years regarding her scheduling needs. However, I also explained that this level of flexibility is not sustainable long-term. In 2023 and 2024, Jacqui's schedule gradually decreased from working 3–4 days per week to now working only Thursdays and two Saturdays each month. This reduction has been largely due to consistent unavailability, which has impacted the library's ability to rely on her as a regular part of staff scheduling. Jacqui's current request for extended time off during our busy summer season adds further strain on scheduling and continuity of services. Barbara has included with this report the relevant emails and documentation exchanged between Jacqui and Barbara regarding her availability and time-off request. Barbara is asking the Library Board to assist in determining how the library should proceed in response to this latest request.

Laura -Summer Reading for Preschool Storytime and K-5th grade started June 5. We have several new families participating in the summer reading challenge and attending the programs.

Beyond Summer Reading began on June 10 for the teens. Two teens have finished reading the assigned book and gave it high ratings.

Hedgehog Hannah visited the library on June 10 and it was a big hit! Twenty-eight children and fourteen adults attended the animal show. The hedgehog and the snake were fan favorites!

## Partnership Proposal

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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

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### Proposed Project:

Monon Town & Township Public Library Yearbook Conversion

### Scope Of Work:

Index & OCR 7,000 pages of yearbook images to client's online history archive. 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> . Send drive back to client with invoice upon project completion.

# Advantage Archives

Service	Details	Qty	Price	Adj.	Total
"AA" Package - Advantage Access For Previously Digitized Or Digitally Born Content - Basic	<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
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: \$ 1,290.00  
Adjustments Applied: \$ 0.00\*  
**Total Investment: \$ 1,290.00**



### Partnership Agreement:

Your signature below indicates acceptance of this proposal to Monon Town & Township Public Library Yearbook Conversion 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: Barbara Raipurn On 6/19/2025  
Authorized Representative Of Monon Town & Township Public Library

Return To:

PO BOX 92  
Francesville IN 47946  
219-567-9400

ALL claims and returned goods MUST be accompanied by this bill.

**Rec'd by**

# THANK YOU

# **MONON TOWN AND TOWNSHIP PUBLIC LIBRARY PERSONNEL POLICY**

Revised July 2025

All library employment is deemed to be "At Will" employment, with no promise of permanent employment. This handbook is not an employment contract of any kind, and is not intended to create contractual obligations of any kind. Neither the employee nor the Monon Town and Township Public Library is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

The Library Board may modify this policy without prior notice.

Any questions about anything in the policy should be directed to the Library Director.

## **Job classifications, Recruitment, Selection, Appointment**

Job classifications are based on the duties of the job being performed, not the education level of the employee filling that job. All positions, except student clerks and custodian, require a high school diploma or G.E.D. The library director and youth services librarian must obtain the proper certification from the Indiana State Library.

All positions are established by the Library Board with the recommendation of the library director. The Library Board is responsible for the employment and discharge of librarians and other staff with the advice and recommendation of the director.

When a staff opening occurs, the library will post a sign in the library. If this does not result in any resumes, an advertisement will be put in the News & Review. All applicants must submit resumes. Applicants must be legally eligible to work at the library. The library uses E-verify to verify employment eligibility.

When an opening occurs for the director, the opening will be announced on State Library list serves and the library website unless there is found to be a qualified internal candidate that expresses an interest in the position.



The library director reports to the Library Board. All other positions report to the director.

### **Probationary Period**

New employees hired will be under a six-month probationary period. The library reserves the right to terminate employment for violation of policies outlined in this manual, or absences for any circumstance that equal to or greater than one week of an employee's regularly scheduled hours.

### **Salary scale and paydays**

The Library Board will review the salary scale in June of each year. Generally, any changes made to the salary scale will take effect in January of the following year. There may be times, however, when the Board may make adjustments to the salary scale at a time other than June. Employees will advance to the next pay level in January of each year. The Board may choose to advance an employee to a higher level at any time.

New employees will start at the salary set at the bottom, unless an exception is made by the Board. Raises will not be given automatically in January to new employees who have worked fewer than six months. New employees will be evaluated before any raise is given.

The salaries of the library director and the custodian will be set in July each year for the following year.

The director and department heads are the only employees who are salaried, and, as such, are exempt from the federal and state wage and hour laws. All other employees are non-exempt and may not work more than forty hours per week.

Paydays will be the 15<sup>th</sup> and the last day of each month.

### **Conditions of work**

Employees who are scheduled to work at least four hours may have a 20-minute paid break.

## **PERSONAL DRESS AND HYGIENE**

The Monon Town & Township Public Library strives to present a positive, professional image to all patrons entering our building. Public image is very important and one aspect of that public image is employee attire. Dress and grooming do not have to be formal, but should be neat, clean, and appropriate. Personal cleanliness and hygiene are required for all employees. Employees are expected to dress more professionally than the patron base they are serving.

Conservative dress and grooming customary of a business environment are expected of all employees during regular operating hours. These guidelines are not meant to be all-encompassing. Specific exemptions may be requested, and if necessary, reasonable accommodations may be made for religious or disability-related purposes.

- All clothing and footwear are expected to be neat, clean and free from tears, holes or fraying.
- Pants should be worn at the waist; no baggy or saggy pants or visible undergarments.
- Non-stressed jeans, however, well-fitted denim jeans are allowed if paired with a business casual top or a library shirt.
- Shorts and skorts are not allowed, except for outdoor programming during warm weather.
- No pajama pants, sweat pants or other athletic wear.
- No novelty T-shirts or any shirt with screen-prints, writing, logos or advertising outside of library themes.
- No sheer tops without appropriate layering underneath, bare midriffs, muscle shirts, spaghetti straps, halters, tube tops, or open-shouldered tops. Cleavage and midriffs should be covered, and bra straps should not be visible.
- Dresses and skirts may not be more than three inches above the knee.
- No flip-flops, shower shoes, slippers, shoes with cleats or footwear intended for the beach.

### **Nepotism**

Relatives of the director or Library Board Members are ineligible for employment with the library.

**Vacation**

Vacation days are awarded in January of each year and are based on the average number of hours per week worked during the previous year.

0-4 years, the equivalent of 2 working weeks of vacation will be earned. After five years, the equivalent of 3 working weeks of vacation will be earned. This vacation time will be awarded in January following the fifth-year anniversary.

After 20 years, the equivalent of four working weeks of vacation will be earned.

Vacation days may not be carried over from one year to the next, unless special permission is given by the director, or for the director, by the library board.

Employees will be paid for vacation days not taken.

More than 3 weeks of vacation at one time may not be taken without special permission from the library board.

Vacation days must be approved in advance by the director. Only one person at a time will be allowed to take vacation.

Custodian, substitute clerks and student clerks will not receive vacation pay.

**Time off**

All time off, excluding illness, must be approved in advance by the director. There are times when it may not be possible to honor requests for time off.

Time off without pay must be approved by the director. Time off without pay will not be granted if vacation time is available.

Except for vacations, it is the responsibility of the employee to make sure scheduled hours are covered by someone else before taking time off.

**Sick days**

Full time employees will receive one sick day per month. Employees will not be paid for sick days not taken. There is no cap on the number of sick days that may be accumulated.

Employees unable to work due to illness should call the director as soon as possible on the day that they are ill, preferably by 8:30 a.m. This is to allow enough time to make schedule adjustments. An employee may take vacation time, if available, or make up the time. Probationary employees missing a week or more of their regular work schedule during the six month probationary period, for any reason, will be terminated from employment.

### **COVID Quarantining**

Staff who test positive for COVID, or similar pandemic illness, may take off up to the current CDC recommended quarantine time. The library will pay for the first quarantine time for each staff member with proof of a positive test administered by a medical professional upon return to work. After the first time, staff must use leave time such as sick days or vacation time. Unpaid leave may be taken with director approval. Contact with a COVID positive person is not sufficient for approved time off, but wearing a mask is recommended.

### **Arriving on time**

It is important to arrive at work on time. Employees should call the director if they know they are going to be late.

### **Holidays and other closings**

Library clerks, assistants, and director will be paid for holidays according to the following policy:

If the holiday falls on their regularly scheduled day to work, full-time and part-time employees will receive pay for the hours they would normally work. If employees are not scheduled to work on that day, part-time employees will receive 4-hours of holiday pay. Salaried or full-time employees, may take another day off as a floating holiday if the holiday falls on a day they normally would not work.

Custodian, substitute clerks and student clerks will not receive holiday pay.

The library will be closed for the following holidays:

New Year's Day

President's Day

Good Friday (Staff Training)

Memorial Day

Independence Day, July 4  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Saturday after Thanksgiving (unpaid/closed)  
Christmas Eve  
Christmas Day

If the holiday falls on Sunday, the library will close on Monday.  
An employee needs to be in pay status to receive holiday pay. Holiday pay is not available to an employee who is taking an unpaid leave of absence.

If the library closes due to inclement weather, staff scheduled to work will be paid for the hours they would have worked. If an employee calls in and says she/he can't make it to work, and the library closes later in the day, the employee will not be paid for that day. If the library is open and an employee can't get to work or chooses to leave early due to weather conditions, the employee may choose to use vacation time, make up the time, or take time off without pay. The library director will make the decision to close the library, taking into consideration weather conditions and other closings in the area. The library will close if there is a level red county snow emergency.

### **Bereavement/Funeral Leave**

Up to five days of absence (regularly scheduled days of work within a period of five library work days), without loss of pay, commencing no later than the day after death, shall be granted adult staff for death of spouse, child, parent, parent of spouse, grandchild, daughter-in-law, son-in-law, sibling, or a person who has been living as a regular member of the household of the adult staff member. Additional time off may be taken without pay subject to the director's approval.

Up to two (2) consecutive library days of absence, without loss of pay, will be granted to attend the funeral of the following relatives: grandparent, grandparent of spouse, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or spouse's aunt, uncle, niece, or nephew.

**Jury duty**

If an employee is called to jury duty, she/he will be paid her/his regular pay. An employee may not receive pay from both the library and jury duty pay. Any jury duty pay received must be signed over to the library if the employee receives pay from the library for the time served on jury duty. If vacation time is taken from the library for jury duty, then jury duty pay may be kept by the employee.

**Maternity leave** – An employee make take up to six weeks of maternity leave, using available vacation time and time without pay.

**Public Employee's Retirement Fund (PERF)**

All full-time staff members are eligible to participate in PERF. The library will pay both the employer and employee portions of PERF.

**Indiana Deferred Compensation Plan**

Employees have the option of participating in the Indiana Deferred Compensation Plan.

**Sexual harassment**

It is the policy of the Monon Town and Township Public Library to maintain a work environment free from sexual harassment. It shall be a violation of this policy for any employee of the library to harass another employee through conduct or communications of a sexual nature. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favor, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to another employee.

All reports must be in writing and name the person(s) charged with sexual harassment and state the facts. Reports must be presented to the library director, who will thoroughly investigate the alleged sexual harassment. The report and the results of the investigation will be presented to the library board in executive session. In the event that the library director is involved, the report will be presented to the library board president.

The Library Board will take whatever action it deems appropriate. A substantial charge against an employee shall subject such employee to disciplinary action including but not limited to reassignment, suspension or discharge.

**Drug free workplace**

The Monon Town and Township Public Library is committed to providing and maintaining a drug-free workplace. The library has a drug-free workplace policy. Adherence to the policy is a condition of library employment. Drug testing may be performed at any time as a condition of employment, or continued employment.

**Grounds for disciplinary action or dismissal**

Failure to adhere to these policies will be grounds for disciplinary action or dismissal.

Approved and revised 07/14/25