

Milford Public Library Trustee Minutes:

Regular Meeting, Monday March 16, 2026 5:07 pm. 101 N. Main St. Milford, IN 46542

Board Members: President Mindy Brooks (MB)	Treasurer Katy Stoller (KS)	Vice
President Deatra Kinney (DK)	Sally Cline (SC)	Janna
Stollery (JS)	Secretary Oscar Hernandez (OH)	Justin Beer
(JB)		

Meeting Title: Board of Trustee/Community Meeting

Date: March 16, 2026

Time: 5:07 pm

Location: 101 N. Main St. Milford, IN. 46542

Facilitator: Karl Stutzman

- 1. Welcome**
- 2. Pledge of Allegiance: Led by Janna Stollery**
- 3. Mission Statement: Read by Karl Stutzman**

- President Mindy Brooks (MB)
- Treasurer Katy Stoller (KS)
- Sally Cline (SC)
- Justin Beer (JB)
- **Absent:** Mindy Brooks
- **Guests:** None
- Vic President Deatra Kinney (DK)
- Secretary Oscar Hernandez (OH)
- Janna Stollery JS)

4. Approval of Previous Minutes

- Motion to approve February 23, 2026 minutes by: Justin Beer;
- Seconded by: Janna Stollery
- Approved by: All

5. Financial report:

- A. Reviewed February financial report**
- B. Reviewed and Signed February Claims report**

6. Library Director's Report

- Upcoming events and programs

Wrapped up Winter story time on February 25

Celebrated Pi Day on February 14, 2026. Britt led math related activities and enjoyed pies that were available to all.

Making plans for the Summer Reading Program with a Bubble party at the completion of this program.

Finalized plans to screen PBS's "American Revolution" on March 30 at 6:00 pm.

Poetry Night on Thursday April 16 at 6:00 pm; with Friend/Volunteer Britt Kaufmann and another local poet.

May will be busy with Milford Fest, start of the Summer Reading and an author visit from Darcy (Price) Shock on Saturday May 30.

Karl will be on Vacation April 3- April 8.

- Community outreach initiatives

Grand Prize for the Adult reading contest will be given before the March 30, 2026 viewing of the PBS film

Maureen has sent out letters to local companies and charities that have given generously before to our events.

On March 18, 2026 Karl will be meeting with the Kosciusko County Historical Society to plan some collaboration with the library this Summer.

On Wednesday April 8, 2026; The Milford Library, the town of Milford, and the Milford Collective will host a Spring Break Movie at the Milford Community building.

- Staffing and scheduling

In- Service closing will change from May 12 to Tuesday April 21, 2026 from 4:00pm – 6:00pm.

Motion to approve date change by: Katy Stoller; Seconded by: Sally Cline

Approved by: All

- Technology and resources

The State Public Library Annual Report will be due May 2, 2026. Baker and Taylor in the past was contracted to organize this information; with them going out of business, a new vendor was needed to replace their service. This is the reason for the change in date of report due.

- Policy changes or proposals

Karl would like to pause the Computer Committee and have a Policy Review Committee whose responsibility will be to scrutinize policies to bring up to the Board.

7. President and Committee reports

- A. Facilities: No report
- B. Computer: This committee will be paused until needed
- C. Finance Committee: Mindy Brooks, Katy Stoller, Oscar Hernandez, Justin Beer

- Met March 12, 2026:

The committee agrees with the Purchase Policy with \$ 5,000.00 being threshold, ~~any amount over will need approval from the Treasurer.~~ *for Board approval.*

Authorizes the Treasurer to move funds between accounts for investments.

~~The Rainy-Day Funds will be transferred into the General Operating Fund. The Department of local Government Finance says there is not much benefit to having the rainy-day funds.~~

We are not transferring any funds to Rainy Day from General Operating this year.
Motion to adopt recommendations by: Finance Committee; Seconded by: Deatra Kinney

Approved by: All

8. Old business:

Gift funds- Janna Stollery would like a digital sign placed in an area visible to both Catherine St. and Main St.; Karl reported that a proposal for a sign has been looked into and that he will contact the vendor with the quote.

Trying to get in contact with Nappanee library to make them aware that we are considering to offer this service to schools in their area; have not been able to get a hold of him, will continue to try. Have been in contact with Lavern Kauffman about Amish School collaboration.

9. New Business

Seats are still available for the Night of Faith at the Milford Food Bank. Board of Trustee Oscar Hernandez and possibly Sally Cline will attend this event.

10. Capital Projects:

The painting to the basement is a priority

11. Adjournment:

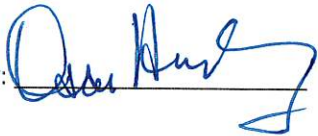
Motion to Adjourn made by: Janna Stollery; Seconded by: Justin Beer

Approved: All

Attachments: [Include any relevant documents, reports, or flyers]

Signatures

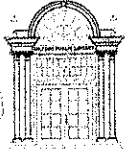
Recorded by:



Approved by: _____

Date Approved: _____

4/22/2026



Milford Public Library

101 North Main Street, Milford, Indiana 46542

Public Meeting of Board of Trustees

Monday, March 16, 2026 at 5:00 PM, Library Downstairs Meeting Room

AGENDA for Monthly Meeting

1. Call to Order
2. Roll Call and Welcome to Visitors
 - a. Pledge of Allegiance
 - b. “Our mission is to be a community institution that attempts to meet the informational, cultural, recreational, and educational needs of all the community’s residents regardless of age or formal schooling.”
3. Approval of February Minutes (*motion*)
4. Financial Report
 - a. February 2026 Financials & Claims
 - b. March 1-13 2026 Preliminary Financials & Claims
5. Library Director’s Report
 - a. Updates
 - b. Statistics
 - c. Karl will be on vacation April 3-8
6. President and Committee Reports
 - a. President
 - b. Finance Committee met March 12
 - i. Recommend board approval of Purchase Policy (discuss & vote)
 - ii. Recommend approval of Resolution to Pay Bills With Prior Approval (discuss & vote)
7. Old Business
 - a. Appropriation Transfer Resolution
 - b. Gift Fund Ideas (discussion)
8. New Business
 - a. Policy Review Schedule & Committee
 - b. Legislative Update
 - c. Any other business (Approve switching **In-Service Closing** from May 12 to **Tue, Apr 21 4-6 pm**)
9. Adjournment (*motion*)

Signatures - Everyone: Approved Resolutions & Claims Registers; Secretary: Feb. 2026 Minutes;
Treasurer: Feb. 2026 Financials

Board Member	Office	Committees	Appointing Body	Term
Ms. Mindy Brooks	President		Wawasee Community School Board	08/01/2024 – 07/31/2028
Ms. Deatra Kinney	Vice President		Wawasee Community School Board	08/01/2022 – 07/31/2026
Mr. Oscar Hernandez	Secretary		Kosciusko County Council	11/01/2023 – 10/31/2027
Ms. Katy Stoller	Treasurer		Wawasee Community School Board	08/01/2023 – 07/31/2027
Ms. Janna Stollery	Member		Kosciusko County Commissioners	08/01/2024 – 07/31/2028
Ms. Sally Cline	Member		Kosciusko County Commissioners	08/01/2024 – 07/31/2028
Mr. Justin Beer	Member		Kosciusko County Council	02/01/2026 – 01/31/2030

Milford Public Library, 101 North Main Street, PO Box 269, Milford, IN 46542

Library Director's Report to Board of Trustees for March 16, 2026

It's been less than a month since your last meeting, but the library has been busy! I'm grateful for all the work that everyone on our team is doing. A special part of the last few weeks was a chance to meet the Columbian Reading Circle at Dorothy Haney's invitation. It was a delightful time at Margi Brook's home with the town's leading ladies! Milford's library has such strong long-term support.

Things are moving in the library! Maureen and Kristina are working hard at weeding and deleting books. The downstairs team has also been doing a lot of sorting and organizing of supplies and clearing space. I have been playing around with furniture arrangements upstairs. It's not how I want it yet but I'm really enjoying exploring possibilities. Maureen keeps the decorations and displays fresh upstairs. Sally is in the process of refreshing the outside planters. Volunteer Britt has been helping me sort and document the files I am finding in storage that are ready to be disposed of, and Katy's son Lincoln has volunteered to help us with shredding. In the process of discarding old bills, we are finding some neat things to save, including a printed copy of the very first edition of the "Milford Mail" from 1888 and handwritten librarian's reports from the 1920s.

Programming Updates:

- Lisa and Felicia wrapped up Winter Story Time on February 25. I enjoyed helping them with the final story time on Laura Ingalls Wilder – it was fun showing the kids how to tap the maple tree in the yard behind the parking lot. As you can see in the statistics, the program attendance has been getting stronger, especially for children, and this relates directly to the great work that Lisa and Felicia have been doing. I have gotten a lot of positive feedback from parents.
- We celebrated Pi Day on 3.14 with pie and math-related activities led by Britt. I had a really nice time – because who doesn't like pie?
- We've been moving ahead with more plans for Summer Reading, getting the bubble party lined up for the final celebration and thinking through other details for our programs and supplies. Tina Ervin, former Milford staff who is now children's librarian at Goshen, stopped by for a brainstorming/idea sharing session with Maureen and me. On March 18, I will be meeting with someone from the Kosciusko County Historical Society to plan collaboration this summer. Maureen prepared all the donation letters to send out to local businesses and individuals who have generously supported us in the past. I am especially grateful for the support we

count on from our Friends to sponsor Summer Reading. I had a chance to attend the Friends meeting and talk through some details and ideas with them.

- We have finalized plans for our “American Revolution” screening with PBS on Monday, March 30 at 6pm. The Friends are providing refreshments. We will draw the Grand Prize winner for the Adult Reading Club before starting the screening. It’s been a lot of fun to have weekly winners for Adult Reading and I am so grateful to Maureen for heading up that program.
- Looking into April, we are planning to help host a Spring Break Movie with the town and Milford Collective at the community building on the afternoon of Wed. April 8.
- We have plans for a Poetry Night on Thursday, April 16 at 6pm with two local poets including our very own Friend/Volunteer Britt Kaufmann.
- I am still hoping to line up a nationally-recognized teen author who lives nearby for a visit in April, but we have not yet landed on a date.
- Into May, in addition to the plans for the Milford Festival and launching Summer Reading, we have confirmed an author visit from Darcy (Price) Shock on Saturday, May 30 – she grew up in Milford and has written a historical Christian fiction book based in part on family experiences and set in this community that will be published mid-April. I am grateful to Carol Haab of our Friends for helping us connect.

Business Updates

I am grateful to help from other librarians and government officials in our business details. I am especially thankful to Julie Elmore from the Oakland City library, who shared an even better way of tracking and reporting on our Trust Indiana Funds on our Financial Statement. *You’ll notice on the February reports that we now have investment “sub-funds” which allow us to track those balances more easily.* I also got advice from Kim Blaha, recently retired from Syracuse, on tracking capital assets for the Annual Financial Report, and met with our representative of the Department of Local Government Finance who gave me a lot of insight on the budget process. I’ve also received various other insights from the Northern Indiana Libraries Serving Communities directors and the Indiana Library Bookkeepers group. Finally, I’m very grateful to our Finance Committee – Katy, Mindy, Justin, and Oscar – for helping think through some updated policies that are coming to the board for approval. *Katy and I submitted the 2025 Annual Financial Report to the State Board of Accounts via Gateway a few days before the March 2 deadline, and we also advertised the financial statement in the Mail-Journal as required by the state.* It felt really good to get to the finish line! Julie had prepared me very well on the importance of being ready for these deadlines.

The next significant deadline is the Public Library Annual Report. We input a lot of our library statistics there in a particular format so that we can compare “apples to apples”

with other libraries. This has traditionally been due at the end of March. However the state library had a major hiccup because the data collection website they had contracted to use in past years was operated by Baker and Taylor and suddenly became unavailable when they went out of business. The state library staff had to do backflips to contract with a new data collection vendor and get it done in time for them to also meet their own federal deadlines. This means that report is now due May 2. I can't say I mind, even though I feel bad for the staff at the state library.

I had a really helpful meeting with Mindy about marketing and communication and how to set priorities. There are so many important things we can do in that area that it can feel daunting to figure out where to start. Mindy's insight was that we need to be goal-focused in our marketing. I will be identifying some goals and strategies with Mindy, and we will keep you posted.

There are some more things in the agenda to quickly review:

- Appropriation Transfer resolution – this will help our numbers in the budget reports track a little better with what you approved moving forward with in December in terms of 2025 staff salaries. We usually do a year end appropriation transfer to make sure that there are no “negatives” in this report, and that may still need to happen, since this might not be a perfect forecast.
- The Finance committee is recommending an updated Purchase policy. This should help me have a bit more clarity about my level of purchasing authorization. A spreadsheet is attached as a sample of what the director's purchasing allocations might look like. The idea is that the amount the director is authorized to spend each month will vary based on the budget line item. Other budget line items are more or less expected bills rather than things I have any discretion over. If you approve the policy, I would ask you on an annual basis to approve new allocation totals, and we can always adjust those allocations if they are not working well.
- The Resolution to Pay Bills with Prior Authorization is a legal technicality so that we can continue current practice with paying bills before a board meeting.
- I'm proposing a policy review document and having committees be responsible for bringing reviews to the board. It might be nice to have a different committee for policy reviews that don't fall under one of the other committees. This could be seen as replacing the computer committee that won't be convening for now.
- A “late-breaking” need is to switch the In-Service closing from May 12 to Tuesday April 21 from 4-6 pm. This allows us to coordinate that with National Library Staff Day, when our Friends graciously bring a nice meal for our staff.

I spoke briefly with Lavern Kauffman about Amish School collaboration. I haven't been successful in reaching out the Nappanee library director. I had wanted to touch base with them before moving ahead with "Amish bookmobile" plans so that we can maintain that relationship in good standing. I met with Seth James (Nappanee director) before I started here full time and felt we had a good rapport. I suspect he's in the thick of work related to their building project and hasn't been able to get back to me. I'll keep at it!

Final Thoughts

There are probably important pieces I've missed here. Keeping track of myself might be the most difficult task – so I welcome questions!

The learning curve is steep – there's a lot to keep track of and a lot to get done. As with most new things, I make mistakes and then learn from them! Even though it's not always a cake-walk, my work here at the Milford library is filled with joy and excitement. It is a real honor to be able to serve here. I work with a great team and serve a fantastic community. Enjoyment of our work is a rare gift, so I feel truly blessed. Thank you for the important role that each of you play in supporting our library and for walking along with me in this role.

Respectfully submitted,

-Karl Stutzman, Library Director

Milford Public Library Statistics FEBRUARY 2026

Indicator	Poss. Goals	FEB 2024	FEB 2025	FEB 2026
Total Loans / Total Patrons	20	3.50	2.80	4.8
Total Loans / Days Open	500	186.44	175.70	167.7
Program Participants / Month	150	119	113	190
Resident Patrons / Population*	40%	16%	16%	17%

*Service Area Population was 4903 in 2020

PROGRAMS - Children		ATTENDANCE			
Date	Event	Child 0-9	Teen 10-17	Adult 18+	Total
2/3/2026	Stories to Go	8	0	0	2
2/4/2026	Story Time-AM	8	0	0	8
2/4/2026	Story Time-PM	8	0	0	6
2/7/2026	Lego Sat	0	0	0	4
2/10/2026	Stories to Go	9	0	0	2
2/11/2026	Story Time-AM	7	0	0	6
2/11/2026	Story Time-PM	10	0	0	7
2/17/2026	Stories to Go	8	0	0	2
2/18/2026	Story Time-AM	13	0	0	11
2/18/2026	Story Time-PM	8	1	0	6
2/24/2026	Stories to Go	8	0	0	2
2/25/2026	Story Time-AM	6	0	0	7
2/25/2026	Story Time-PM	5	0	0	7
Total		13	98	1	70

PROGRAMS - Adult & Teen		ATTENDANCE			
Date	Event	Child 0-9	Teen 10-17	Adult 18+	Total
2/5/2026	Knitting				3
2/19/2026	Knitting				6
2/28/2026	Adult Reading				12
Total		3	0	0	21

Programming Summary

2026	No of Programs	Child	Teen	Adult	Total Participants
January	10	40	2	67	119
February	16	98	1	91	190
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
TOTALS	26	138	3	158	309

Circulation

2026	Item Loans	Digital Loans	Total Loans
January	3,107	1,121	4,228
February	2,991	1,033	4,024
March			-
April			-
May			-
June			-
July			-
August			-
September			-
October			-
November			-
December			-
TOTALS	6,098	2,154	8,252

Facilities

2026	Days Open	Meeting Room Usage
January	25	4
February	24	4
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
TOTALS	49	8

Technology

2026	Website Views	Computer Use	WiFi Use
January	24,518	21	49
February	30,999	30	38
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
TOTALS	55,517	51	87

Interlibrary Loans

2026	Loans TO other libraries	Loans FROM other libraries
January	101	372
February	193	383
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
TOTALS	294	755

Collections

Category	Starting count	Deleted	Added	Total now
Total	45,206			44,871

Patrons

Category	Starting count	Deleted	Added	Total now
Resident	839	14	3	828
Non-resident	32	1	31	31
Total	871	15	3	844

Milford Public Library
101 North Main Street, P.O. Box 269, Milford, IN 46542

PURCHASE POLICY

Milford Public Library will follow Indiana Code Title 5 Article 22 in its purchasing activities.

Milford Public Library Board of Trustees is the Purchasing Agency.

The Milford Public Library Board of Trustees designates and authorizes the Library Director, as principal Purchasing Agent, to make one-time purchases where the month's total cost will not exceed a board-approved monthly allocation for any given fund and appropriation.

Purchases above these allocations up to \$5,000 or necessitated by an emergency may be approved by the Board Treasurer, who serves as the secondary Purchasing Agent. This includes agreements for ongoing provision of goods or services that are not expected to exceed \$5,000 in total annual cost as long as they comply with board approved budgetary appropriations.

Purchases outside of these parameters must be Board approved.

Purchases over \$50,000 will be made as required by law.

For Adoption by the Milford Public Library Board of Trustees, March 16, 2026 (Replaces "Small Purchase Policy")

Adopted March 16, 2026 by Board Vote

Milford Public Library Policy Review Schedule

Draft 3/13/26

Policies should be reviewed on a regular cycle in committee before board approval

Policy Name	Who Reviews	Last Reviewed	Cycle	Next Review	Notes
credit card	Finance Cmte	2025	2 yr	2027	
gifts and donations	Finance Cmte		2 yr	2029	
internal controls	Finance Cmte		2 yr	2028	
investment policy	Finance Cmte	2025	annual	2026	
Purchase	Finance Cmte	2026	2 yr	2028	
Personnel Policies	Personnel Cmte	some-2025	annual	2026	merge into single manual
abuse prevention	Policy Cmte	2025	2 yr	2027	
circulation policies	Policy Cmte		5 yr	2028	
collection development	Policy Cmte	2024	5 yr	2029	
criminal history	Policy Cmte		2 yr	2026	
crisis management	Policy Cmte	2025	5 yr	2030	
Fine free & overdue	Policy Cmte		5 yr	2029	
library card issuance	Policy Cmte		5 yr	2027	
meeting room	Policy Cmte	2025	5 yr	2030	
patron code of conduct	Policy Cmte		5 yr	2027	
photograph	Policy Cmte	2024	5 yr	2029	
reconsidering materials	Policy Cmte	2025	5 yr	2030	
Scanning & emailing	Policy Cmte				change this to a procedure
Service fees	Policy Cmte		annual	2026	
staff safety/emergency	Policy Cmte		2 yr	2026	
technology policies	Policy Cmte		2 yr	2026	combine computer, wifi, internet, etc
Library Trustee Bylaws	whole board	2026	3 yr	2029	file revised versions with State Library
Mission/Vision	whole board		3 yr	2027	
Values/Ethics	whole board		3 yr	2028	

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Idea: Start a policy committee with a charge to work on policies not covered by other areas.

The policy committee would recommend changes to the board for approval.

The "big" policies should always be reviewed by the whole board

From the Indiana Library Federation (ILF) Legislative Update Email, March 11, 2026

“Library Language Timeline

Before the library language was incorporated into HEA 1406, it moved through several bills, ultimately resulting in language that was adopted without a full public process. The detailed timelines linked below highlight this complex journey and the limited opportunity for public comment once the second half of the session began.

SB 8

- Did not receive a hearing during the second half of the session.

SB 4

- Library provisions were removed in the Senate and later reintroduced in the House Committee under an amend-and-vote-only process.

HEA 1406

- Passed during the final hour of the session, with additional language added in the conference committee on the last afternoon.
- Received by the Governor on March 6, 2026; the deadline for action is March 13, 2026.”

“HEA 1406 Tax and Fiscal Matters

As noted in our previous update, during the conference committee process the public library provisions were removed from SB 4 and inserted into HB 1406 mid-morning on Friday, February 27, the final day of the legislative session. The final version of the bill included the following:

- Implementation date of July 1, 2026
- Addition of the MLGQ provision that places libraries in binding review if they choose to create a budget that utilizes more than 49.9% of the established MLGQ
- Added requirement that libraries opting to utilize more than 49.9% OF THE MLGQ must submit proposed budget and property tax levy to their fiscal body BEFORE September 2 each budget year
- Introduced NEW language in HB1406 conference committee that libraries undergoing binding review that fail to submit a budget by September 2 to their fiscal body will have their property tax levy calculated using .49 (49%) of the previous year levy rather

than .8 (80%) of the previous year levy as a result of failing to meet the deadline. This change ONLY impacts libraries and no other units.

o Note: In 2025 the calculation for all governmental units changed from 100% of the previous year's levy to .8 (80%)."

"ILF Budget Next Steps & Resources

Due to the changes that HEA 1406 introduced for our next budget planning season, you will need to start analyzing your 2027 budget as soon as possible. ILF has already begun the process to create additional resources to support members through this process.

- One of the first steps in this process will be to assess if your relationships with your fiscal body can support going forward with a budget request that exceeds 49% of the MLGQ.
- Determine what your cash balance is currently. If you have over 150% it is imperative to create a plan for these funds and be prepared to communicate it to your fiscal body."

Additions from Karl Stutzman, Milford Public Library Director, 3/13/26

ILF is the "library lobby" so you have to take their presentation of information with a bit of caution. I tried to pull out the parts of their message that are the most factual.

ILF has lots of ideas for activism in the email I excerpted this from. If you are personally inclined, you may join ILF through the library's membership. I am NOT recommending any of ILF's suggested advocacy actions for MPL. I am also being very judicious about any actions I take as an individual and I would be very reluctant for MPL to suddenly become an "activist" library.

Note that MPL's cash balance percentage is **190%**

This is taken by:

- the cash + investment balance of all of MPL's tax-derived funds (i.e. General Operating, Rainy Day, LIRF) at the end of 2025 = \$772,776.99
- divided by 2026 certified budget = \$407,389

This percentage means that the county council (our "fiscal body") can override the MPL board decision on the 2027 budget by putting the library's budget in what is called "binding review." It does not mean we are in trouble or are breaking any rules. We just need to maintain a healthy working relationship with the county and communicate our intentions well.

Exhibit A. Chart of totals for categories and subcategories in 2026 Budget Allocations

Fund	Line	Description	Original Budget for 2026	Updated budget for 2026	Difference
100	1.11	SALARY OF LIBRARIAN	\$ 76,970.00	\$ 73,520.00	\$ (3,450.00)
100	1.12	SALARY OF ASSISTANTS	\$ 94,570.00	\$ 78,321.00	\$ (16,249.00)
100	1.13	SALARY OF ASSISTANT DIRECTOR		\$ 47,000.00	\$ 47,000.00
100	1.14	WAGES OF JANITORS	\$ 7,500.00	\$ -	\$ (7,500.00)
100	1.21	EMPLOYER'S SHARE-FICA	\$ 11,110.00	\$ 15,208.20	\$ 4,098.20
100	1.23	EMPLOYER'S CONTRIBUTION PERF	\$ 8,625.00	\$ 13,257.20	\$ 4,632.20
100	1.24	EMPLOYER'S CONTRIBUTION GROUP INS.	\$ 23,020.00	\$ 8,750.00	\$ (14,270.00)
100	1.25	EMPLOYER'S SHARE MEDICARE	\$ 2,600.00	\$ 2,882.60	\$ 282.60
100	1	Personal Services Total	\$ 224,395.00	\$ 238,939.00	\$ 14,544.00
100	2.11	OFFICIAL RECORDS	\$ 6,500.00	\$ 2,550.00	\$ (3,950.00)
100	2.21	OPERATING SUPPLIES	\$ 3,500.00	\$ 4,500.00	\$ 1,000.00
100	2.31	OTHER REPAIR AND MAINT. SUP.	\$ 500.00	\$ 500.00	\$ -
100	2.41	ADULT PROGRAM SUPPLIES	\$ 500.00	\$ 200.00	\$ (300.00)
100	2.42	CHILDREN'S PROGRAM SUP.	\$ 1,500.00	\$ 2,000.00	\$ 500.00
100	2	Supplies Total	\$ 12,500.00	\$ 9,750.00	\$ (2,750.00)
100	3.1	PROFESSIONAL SERVICES	\$ 32,935.00	\$ 24,000.00	\$ (8,935.00)
100	3.21	TELEPHONE	\$ 1,000.00	\$ 1,000.00	\$ -
100	3.22	POSTAGE	\$ 1,000.00	\$ 500.00	\$ (500.00)
100	3.23	TRAVELING EXPENSE	\$ 2,000.00	\$ 1,000.00	\$ (1,000.00)
100	3.25	FREIGHT AND EXPRESS	\$ 3,500.00	\$ 3,000.00	\$ (500.00)
100	3.26	INTERNET	\$ 4,200.00	\$ 2,500.00	\$ (1,700.00)
100	3.31	ADVERTISING & PUBLIC NOTICES	\$ 600.00	\$ 600.00	\$ -
100	3.41	OFFICIAL BONDS	\$ 500.00	\$ 300.00	\$ (200.00)
100	3.42	OTHER INSURANCE	\$ 16,000.00	\$ 14,000.00	\$ (2,000.00)
100	3.5	UTILITY SERVICES	\$ 17,000.00	\$ 18,000.00	\$ 1,000.00
100	3.61	R & M BLDG & STRUCTURES	\$ 14,822.00	\$ 27,000.00	\$ 12,178.00
100	3.62	R & M EQUIPMENT	\$ 6,400.00	\$ 2,500.00	\$ (3,900.00)
100	3.91	DUES	\$ 1,000.00	\$ 900.00	\$ (100.00)
		Transfer to LIRF	\$ -		\$ -
100	3.93	RECYCLING	\$ 500.00	\$ 200.00	\$ (300.00)
100	3	Other Services and Charges Total	\$ 101,457.00	\$ 95,500.00	\$ (5,957.00)
		Land	\$ 50.00	\$ 50.00	\$ -
		Buildings	\$ 50.00	\$ 50.00	\$ -
		Improvements other than Buildings	\$ 100.00	\$ 100.00	\$ -
100	4.4	FURNITURE & EQUIPMENT	\$ 15,000.00	\$ 12,000.00	\$ (3,000.00)
100	4.5	BOOKS	\$ 24,337.00	\$ 23,000.00	\$ (1,337.00)
100	4.6	PERIODICALS AND NEWSPAPERS	\$ 3,000.00	\$ 3,000.00	\$ -
100	4.7	NONPRINT MATERIALS	\$ 6,500.00	\$ 5,000.00	\$ (1,500.00)
100	4	Capital Outlays Total	\$ 49,037.00	\$ 43,200.00	\$ (5,837.00)
100		FUND TOTAL	\$ 387,389.00	\$ 387,389.00	\$ -

Milford Public Library

101 North Main Street, P.O. Box 269, Milford, IN 46542

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Library must pay its bills on time and the Milford Public Library Board of Trustees requests that all bills be paid by their due date, the Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16(a)(1-17):

- (1) Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivisions.
- (2) Dues, subscriptions, and publications.
- (3) License or permit fees.
- (4) Insurance premiums.
- (5) Utility payments or connection charges
- (6) Federal grant programs where: (A) advance funding is not prohibited; and (B) the contracting party posts sufficient security to cover the amount advanced.
- (7) Grants of state funds authorized by statute. _____
- (8) Maintenance and service agreements.
- (9) Legal retainer fees.
- (10) Conference fees.
- (11) Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) In-service training;
 - (B) Attending seminars or other special courses of instruction; and
 - (C) Tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- (12) Leases or rental agreements.
- (13) Bond or coupon payments.

(14) Payroll costs.

(15) State, federal, or county taxes.

(16) Expenses that must be paid because of emergency circumstances.

(17) Expenses incurred to advertise and promote the programs and services of the library.

(18) Other expenses described in a library board resolution.

The Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts and presented at the next regularly scheduled library board meeting.

The Library board also requests that payment be made to the staff of the Library on the regularly scheduled dates as adopted in the salary schedule. These payments must also be certified to the library board that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts and presented at the next regularly scheduled library board meeting.

Adopted this 16th day of March, 2026.

NAY

AYE

Kathy Bolter

Anna Stollery

Julie Allen

Lee Spring

Steve Paul

ATTEST: _____

Secretary of Appropriating Body