

**Monon Town and Township Public Library**  
**Board of Trustees**  
**Meeting Agenda // February 14, 2022, 4PM EST**

1. Call to Order
2. Approval of January 10 Board Meeting Minutes and Board of Finance Meeting Minutes
3. Claims/Payroll for January 2022/Treasurer's Report
4. Librarian's Report
  
5. Personnel Report – None, but Austin is going to start interviewing for someone to work Fridays/Saturdays soon (we have a few resumes on hand already/no further ads are needed).
6. Old Business
  - a. None
  
7. New Business
  - a. Account Contacts (CDs)
  
  - b. 2021 State Library Annual Report
  
8. Adjournment

The next meeting is Monday, March 14, 2022 at 4PM.

**Monon Town and Township Public Library Board of Trustees Meeting  
Monday, January 10, 2022, 4:30PM**

**Present:** Austin Stroud, Michele Buswell, Julie Hart, Clark Raver, Glenda Simmons, Jennifer Annis, Rosemary Cooley, Desi Kyle

**Absent:** None

**Call to Order:** Called to order by Clark Raver at 4:33 PM.

**Minutes** - Julie Hart made a motion to approve the December 13 meeting minutes and Glenda Simmons seconded. All were in favor, and the motion passed.

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

**Librarian's report** - More things were asked of us from the audit to start the new year, including some things we already had sent them, but the hope is that it will be concluded soon. We'll likely need Jennifer as well as the president or vice president to attend an exit conference in the near future.

The front entrance work has been a bit of a struggle to get finished. We'll be encumbering the funds for it out of the 2021 Rainy Day budget so it doesn't impact our 2022 budget.

Austin applied for an REMC grant to offer more non-traditional things for checkout at the library – things like tools, outdoor equipment, and small tech things like flash drives and external hard drives. If we don't get the nearly \$1000 we asked for, we'll still try to start a small collection of items to add to over time. Austin would like to explore some type of outdoor storage for some of these items – maybe a small shed.

We renewed the hotspots for another year (\$1200 - \$120 for each of the ten devices). Last year, this was paid by a grant so this was the first time it comes out of our normal budget. I don't think we have a need to increase how many we have at this time, as rarely do we have more than two or three checked out at once.

We recently obtained the monon.info URL/website domain. This will give everyone a catchy and easy website address to remember to get to our website.

Our credit card bill generally arrives after the end of the month bills, and this month the due date is the 12<sup>th</sup>. We have a hard time paying it on time as a result. Austin asked for a motion to approve paying this online or over the phone, and Jennifer can just sign the

claim afterwards when she does the other bills. The board decided we should call to see if the due date can be changed before we take further action.

Barbara shared the below information:

The children's area of the library hosted 90 virtual programs with 8624 views in 2021. Two different platforms were used. Facebook was used for the general public and YouTube was used for private Story Times at North White Elementary School. We also held two In-Person programs with a total of 45 people attending and provided 66 Take & Make crafts for children. This has been another learning year for us and we are pleased with our numbers and the direct connection with the Elementary school. We have received very positive feedback. I hope to continue this school connection by visiting and bringing our Story Time to the school for the remainder of this school year.

### **Personnel Report - None**

**Old Business** - Austin reshared the contract with the Honey Creek Township trustee. She requested to pay \$65 of the \$75 non-resident fee in 2022, instead of the \$55 they had been paying previously. The board approved this change via signing the new contract.

Austin reshared the capital assets policy that had been approved at the November board meeting. This changes our threshold from \$500 to \$5000 to limit how many items we have to track for things like depreciation. Michele Buswell made a motion to approve this revised policy, and Rosemary Cooley seconded. All present were in favor, and the motion passed.

### **New Business -**

2022 Board Officers:

President: Clark Raver

Vice President: Julie Hart

Secretary: Rosemary Cooley (Michele Buswell will be acting secretary when she is absent)

Treasurer: Jennifer Annis

Julie Hart made a motion to accept these 2022 officers, and Glenda Simmons seconded. All present were in favor, and the motion passed.

After some discussion, Michele Buswell made a motion to change the meeting date and time to the 2nd Monday of each month at 4PM, and Desi Kyle seconded. All present

were in favor, and the motion passed. The board also agreed to the bylaws via signing them, but Austin will revise them to reflect the new meeting date and time.

Austin shared that we no longer needed a CD/DVD cabinet, so he is asking the board to sign a disposal of the asset. The board approved this via signing the disposal form.

Rosemary Cooley made a motion to adjourn the regular meeting at 5:16PM and Jennifer Annis seconded. All present were in favor, and the motion passed.

The next regular meeting: Monday, February 14, at 4PM.

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Clark Raver, President

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Michele Buswell, Acting Secretary

**Monon Town and Township Public Library Board of Trustees Board of Finance  
Meeting**

**Monday, January 10, 2022, immediately following the 4:30 regular meeting**

**Present:** Jennifer Annis, Julie Hart, Clark Raver, Glenda Simmons, Austin Stroud, Rosemary Cooley, Michele Buswell, Desi Kyle

**Absent:** None

**Call to Order:** Called to order by Clark Raver at 5:17pm.

**Officers:** Michele Buswell made a motion to keep officers the same as the regular board and Rosemary Cooley seconded. All present were in favor. The motion passed.

**Review of finances and investments** - Austin shared the last of the financial reports and investments for 2021. Clark asked about the interest rate with the Bank of Wolcott CD, so Austin will look into that. These financial reports were closed during the regular meeting prior.

**Encumbered Funds** - \$24,730 will be encumbered in the 2021 Rainy Day fund toward paying the completion of the front entrance work of the library. This was approved via resolution as well as Rosemary Cooley making a motion and Julie Hart seconding. All present were in favor, and the motion passed.

**Transfers** - A transfer to LIRF of \$5k that was included in the 2021 budget was approved as part of the motion to accept the finances and investments. An excess of \$100,000 (\$50,000 each) will be moved to the Rainy Day and LIRF funds. This was approved via resolution, and Glenda Simmons made a motion and Michele Buswell seconded. All present were in favor, and the motion passed.

**Approval to close 2021 budget** - Julie Hart made the motion to close the 2021 budget. Jennifer Annis seconded the motion. All were in favor. The motion passed.

**Adjournment** - Jennifer Annis made a motion to adjourn the meeting at 5:25PM, and Desi Kyle seconded. All present were in favor, and the motion passed.

The next regular meeting: Monday, February 14, at 4PM.

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Clark Raver, President

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Michele Buswell, Acting Secretary

**Register Of Claims**  
**Monon Town & Township Public Library**

Report Date: From 1/1/22 To 1/31/22

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	30	Indiana Dept. of Revenue	STATE COUNTY	Payroll Withholding Payroll Withholding <b>Total this claim</b>	\$429.59 \$266.76 \$696.35	1/31/22	State and County Tax Deposit
0	29	Internal Revenue Service	Operating Operating FEDERAL FICA MEDICARE	Employee Benefits Employee Benefits Payroll Withholding Payroll Withholding Payroll Withholding <b>Total this claim</b>	\$792.82 \$185.42 \$996.51 \$792.82 \$185.42 \$2,952.99	1/31/22	Federal Tax Deposit
0	28	Payroll	Operating Operating Operating	Salary of Librarian Salary of Assistants Salary of Custodian <b>Total this claim</b>	\$1,931.25 \$4,349.08 \$70.00 \$6,350.33	1/31/22	PAYROLL
0	3	PERF	Operating PERF	Employee Benefits Payroll Withholding <b>Total this claim</b>	\$789.94 \$0.00 \$789.94	1/15/22	PERF Deposit
0	4	Payroll	Operating Operating Operating	Salary of Librarian Salary of Assistants Salary of Custodian <b>Total this claim</b>	\$1,931.25 \$4,455.70 \$50.00 \$6,436.95	1/15/22	PAYROLL
0	5	Monon Public Library	Operating	Interfund Transfers <b>Total this claim</b>	\$50,000.00 \$50,000.00	1/1/22	\$50,000 moved from excess operating funds to start New year - Transfer from Acct 0926 to Acct 3548

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	6	Monon Public Library	Operating	Interfund Transfers	\$55,000.00	1/11/22	\$5,000 moved to LIRF appropriated in budget. \$50,000 moved from excess operating funds to start new year. Transfer from Acct 0926 to Acct 3556
				<b>Total this claim</b>	<u>\$55,000.00</u>		
0	1	Monon Public Library	Transfer Fund	Interbank Transfers	\$2,319.35	1/5/22	Book Replacement Transfer from Acct 3556 to Acct 0926 Funds moved from LIRF to Operating 12/31/21
				<b>Total this claim</b>	<u>\$2,319.35</u>		
0	31	Alliance Bank	Operating	Other Services and Charges	\$11.92	1/31/22	Auto Deposit Service Charge
				<b>Total this claim</b>	<u>\$11.92</u>		
0	18	PERF	Operating	Employee Benefits Payroll Withholding	\$793.36	1/31/22	PERF Deposit
				<b>Total this claim</b>	<u>\$0.00</u>		
				<b>Total this claim</b>	<u>\$793.36</u>		
23245	2	VISA	Operating	Library Supplies Gift Fund	\$17.45	1/8/22	
				<b>Total this claim</b>	<u>\$90.50</u>		
				<b>Total this claim</b>	<u>\$107.95</u>		
23246	7	Baker & Taylor Books	Operating	Books	\$236.97	1/15/22	
				<b>Total this claim</b>	<u>\$236.97</u>		
23247	8	AVC Technology Corporation	Operating	Other Services and Charges	\$2,376.00	1/15/22	Acct and Payroll support
				<b>Total this claim</b>	<u>\$2,376.00</u>		
23248	9	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$2,699.31	1/15/22	
				<b>Total this claim</b>	<u>\$2,699.31</u>		
23249	10	Cardinal Office Products	Operating	Library Supplies	\$97.51	1/15/22	
				<b>Total this claim</b>	<u>\$97.51</u>		
23250	11	Midwest Tape	Operating	Nonprint Materials	\$423.06	1/15/22	
				<b>Total this claim</b>	<u>\$423.06</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
23251	12	Monon Telephone Co.	Operating	Communication and Transportati	\$167.77	1/15/22	
				<b>Total this claim</b>	<u>\$167.77</u>		
23252	13	Monon Utilities	Operating	Utility Services	\$81.23	1/15/22	
				<b>Total this claim</b>	<u>\$81.23</u>		
23253	14	New Corp	Operating	Library Insurance	\$150.00	1/15/22	Treasurer Bond
				<b>Total this claim</b>	<u>\$150.00</u>		
23254	15	Petty Cash	Operating	Cleaning and Sanitation Supplie	\$10.00	1/15/22	Laundry- towels
				<b>Total this claim</b>	<u>\$10.00</u>		
23255	16	TK Elevator Corporation	Operating	Repairs and Maintenance	\$2,820.28	1/15/22	
				<b>Total this claim</b>	<u>\$2,820.28</u>		
23256	17	NIPSCO	Operating	Utility Services	\$1,464.54	1/15/22	
				<b>Total this claim</b>	<u>\$1,464.54</u>		
23257	19	AdTec Inc.	Operating	Other Services and Charges	\$230.00	1/31/22	E-Rate
				<b>Total this claim</b>	<u>\$230.00</u>		
23258	20	Baker & Taylor	Operating	Books	\$630.33	1/31/22	
			Memorial/Gift Fund	Memorial	\$10.19		
				<b>Total this claim</b>	<u>\$640.52</u>		
23259	21	Cardinal Office Products	Operating	Other Services and Charges	\$82.70	1/31/22	
				<b>Total this claim</b>	<u>\$82.70</u>		
23260	22	Center Point Large Print	Operating	Books	\$76.61	1/31/22	
				<b>Total this claim</b>	<u>\$76.61</u>		
23261	23	Midwest Tape	Operating	Nonprint Materials	\$240.64	1/31/22	
				<b>Total this claim</b>	<u>\$240.64</u>		
23262	24	Mohler Architects, P.C.	Operating	Professional Services	\$641.76	1/31/22	
				<b>Total this claim</b>	<u>\$641.76</u>		



Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
23263	25	WT. COX Information Services	Operating	Periodicals and Newspapers	\$1,160.82	1/31/22	
				<b>Total this claim</b>	\$1,160.82		
23264	26	SYNCBI/AMAZON	Operating	Cleaning and Sanitation Supplie	\$70.65	1/31/22	
			Operating	Library Supplies	\$323.98		
			Operating	Nonprint Materials	\$109.79		
				<b>Total this claim</b>	\$504.42		
23265	27	VISA	Operating	Other Services and Charges	\$1,302.07	1/31/22	\$47.75 Late Fees
			Operating	Library Supplies	\$39.32		
			Memorial/Gift Fund	Memorial	\$485.64		
				<b>Total this claim</b>	\$1,827.03		
				<b>Total Amount of Claims</b>	<b>\$141,390.31</b>		

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.

Tuesday, February 1, 2022  
 \_\_\_\_\_  
 Fiscal Officer

**ALLOWANCE OF VOUCHERS**

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of  pages, and except for vouchers not allowed as shown

on the Register such vouchers are allowed in the total amount of

Date this 14<sup>th</sup> day of February, 2022.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SIGNATURES OF GOVERNING BOARD**

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

# Appropriation Report for 100 Operating Monon Town & Township Public Library

Report Date: From 1/1/22 To 1/31/22

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	\$50,000.00	\$0.00	\$50,000.00	\$3,862.50	\$3,862.50	\$46,137.50	92.3
1.02 Salary of Assistants	\$110,000.00	\$0.00	\$110,000.00	\$8,804.78	\$8,804.78	\$101,195.22	92.0
1.03 Salary of Custodian	\$7,500.00	\$0.00	\$7,500.00	\$120.00	\$120.00	\$7,380.00	98.4
1.04 Employee Benefits	\$50,000.00	\$0.00	\$50,000.00	\$5,260.85	\$5,260.85	\$44,739.15	89.5
<b>Subtotal</b>	<b>\$217,500.00</b>		<b>\$217,500.00</b>	<b>\$18,048.13</b>	<b>\$18,048.13</b>	<b>\$199,451.87</b>	<b>91.7</b>
<b>2. Supplies</b>							
2.02 Cleaning and Sanitation Supplies	\$2,500.00	\$0.00	\$2,500.00	\$80.65	\$80.65	\$2,419.35	96.8
2.04 Library Supplies	\$6,000.00	\$0.00	\$6,000.00	\$478.26	\$478.26	\$5,521.74	92.0
<b>Subtotal</b>	<b>\$8,500.00</b>		<b>\$8,500.00</b>	<b>\$558.91</b>	<b>\$558.91</b>	<b>\$7,941.09</b>	<b>93.4</b>
<b>3. Other Services and Charge</b>							
3.01 Professional Services	\$1,500.00	\$0.00	\$1,500.00	\$641.76	\$641.76	\$858.24	57.2
3.02 Communication and Transportation	\$12,300.00	\$0.00	\$12,300.00	\$167.77	\$167.77	\$12,132.23	98.6
3.03 Printing and Advertising	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.04 Library Insurance	\$8,400.00	\$0.00	\$8,400.00	\$150.00	\$150.00	\$8,250.00	98.2
3.05 Utility Services	\$21,000.00	\$0.00	\$21,000.00	\$1,545.77	\$1,545.77	\$19,454.23	92.6
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$2,820.28	\$2,820.28	\$17,179.72	85.9
3.07 Rentals	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.08 Dues, Interest, Taxes	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.09 Other Services and Charges	\$14,000.00	\$0.00	\$14,000.00	\$4,002.69	\$4,002.69	\$9,997.31	71.4
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	\$6,700.00	\$0.00	\$6,700.00	\$0.00	\$0.00	\$6,700.00	100.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
	<b>Subtotal</b>	\$90,900.00		\$90,900.00	\$9,328.27	\$9,328.27	\$81,571.73	89.7
<b>4. Capital Outlays</b>								
4.02	Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	100.0
4.03	Books	\$23,000.00	\$0.00	\$23,000.00	\$943.91	\$943.91	\$22,056.09	95.9
4.04	Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$1,160.82	\$1,160.82	\$2,339.18	66.8
4.05	Nonprint Materials	\$8,500.00	\$0.00	\$8,500.00	\$773.49	\$773.49	\$7,726.51	90.9
	<b>Subtotal</b>	\$50,000.00		\$50,000.00	\$2,878.22	\$2,878.22	\$47,121.78	94.2
	<b>Grand Total</b>	\$366,900.00	\$0.00	\$366,900.00	\$30,813.53	\$30,813.53	\$336,086.47	91.6

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

**Appropriation Report for 201 Rainy Day Fund**  
**Monon Town & Township Public Library**

Report Date: From 1/1/22 To 1/31/22

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>3. Other Services and Charge</b>							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
3.2 2021 Encumbered Funds	\$24,730.00	\$0.00	\$24,730.00	\$0.00	\$0.00	\$24,730.00	100.0
<b>Subtotal</b>	<b>\$49,730.00</b>		<b>\$49,730.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$49,730.00</b>	<b>100.0</b>
<b>4. Capital Outlays</b>							
4.02 Furniture and Equipment	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
<b>Subtotal</b>	<b>\$25,000.00</b>		<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>100.0</b>
<b>Grand Total</b>	<b>\$74,730.00</b>	<b>\$0.00</b>	<b>\$74,730.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$74,730.00</b>	<b>100.0</b>

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

# Appropriation Report for 400 Library Improvement Reserve F

Monon Town & Township Public Library

Report Date: From 1/1/22 To 1/31/22

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>1. Personal Services</b>							
1.04 Employee Benefits	\$8,947.00	\$0.00	\$8,947.00	\$0.00	\$0.00	\$8,947.00	100.0
<b>Subtotal</b>	<b>\$8,947.00</b>		<b>\$8,947.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,947.00</b>	<b>100.0</b>
<b>3. Other Services and Charge</b>							
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>	<b>\$25,000.00</b>		<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>100.0</b>
<b>4. Capital Outlays</b>							
4.02 Furniture and Equipment	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
<b>Subtotal</b>	<b>\$3,000.00</b>		<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>100.0</b>
<b>Grand Total</b>	<b>\$36,947.00</b>	<b>\$0.00</b>	<b>\$36,947.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,947.00</b>	<b>100.0</b>

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

# Bank Balances

Date Printed: 2/1/22

## Monon Town & Township Public Library

Report Dates = 1/1/22 to 1/31/22

<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	\$259,937.25	\$259,937.25	\$23,152.57	\$139,070.96	\$144,018.86
2 Alliance Bank 93548	\$267,153.66	\$267,153.66	\$50,038.35	\$0.00	\$317,192.01
3 Alliance Bank 93556	\$135,020.32	\$135,020.32	\$55,021.67	\$2,319.35	\$187,722.64
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
<b>Total all banks =</b>	<b>\$1,122,111.23</b>	<b>\$1,122,111.23</b>	<b>\$128,212.59</b>	<b>\$141,390.31</b>	<b>\$1,108,933.51</b>

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

**Financial Report**  
**Monon Town & Township Public Library**  
**Report Dates = 1/1/22 to 1/31/22**

<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>
<b>1. General</b>						
100 Operating	\$470,173.48	\$135,813.53	\$135,813.53	\$17,664.90	\$17,664.90	\$352,024.85
<b>Subtotal</b>	<b>\$470,173.48</b>	<b>\$135,813.53</b>	<b>\$135,813.53</b>	<b>\$17,664.90</b>	<b>\$17,664.90</b>	<b>\$352,024.85</b>
<b>2. Special Revenue</b>						
200 Memorial/Gift Fund	\$7,255.55	\$586.33	\$586.33	\$500.89	\$500.89	\$7,170.11
201 Rainy Day Fund	\$370,277.75	\$0.00	\$0.00	\$50,031.68	\$50,031.68	\$420,309.43
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276 Annie Horton Advisory Grant Fund	\$1,029.99	\$0.00	\$0.00	\$0.00	\$0.00	\$1,029.99
277 Indiana Humanities Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 CARES Grant Fund	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
279 ARPA Grant Fund	(\$5,632.63)	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,632.63)
280 LSTA Grant Fund	(\$1,790.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,790.00)
<b>Subtotal</b>	<b>\$373,140.66</b>	<b>\$586.33</b>	<b>\$586.33</b>	<b>\$50,532.57</b>	<b>\$50,532.57</b>	<b>\$423,086.90</b>
<b>4. Capital Projects</b>						
400 Library Improvement Reserve Fund	\$278,681.19	\$0.00	\$0.00	\$55,021.67	\$55,021.67	\$333,702.86
<b>Subtotal</b>	<b>\$278,681.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$55,021.67</b>	<b>\$55,021.67</b>	<b>\$333,702.86</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	\$115.90	\$0.00	\$0.00	\$3.00	\$3.00	\$118.90
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$996.51	\$996.51	\$996.51	\$996.51	\$0.00
804 FICA	\$0.00	\$792.82	\$792.82	\$792.82	\$792.82	\$0.00
805 MEDICARE	\$0.00	\$185.42	\$185.42	\$185.42	\$185.42	\$0.00
806 STATE	\$0.00	\$429.59	\$429.59	\$429.59	\$429.59	\$0.00
807 COUNTY	\$0.00	\$266.76	\$266.76	\$266.76	\$266.76	\$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	\$2,319.35	\$2,319.35	\$2,319.35	\$2,319.35	\$0.00
<b>Subtotal</b>	<b>\$115.90</b>	<b>\$4,990.45</b>	<b>\$4,990.45</b>	<b>\$4,993.45</b>	<b>\$4,993.45</b>	<b>\$118.90</b>
<b>Grand Total</b>	<b>\$1,122,111.23</b>	<b>\$141,390.31</b>	<b>\$141,390.31</b>	<b>\$128,212.59</b>	<b>\$128,212.59</b>	<b>\$1,108,933.51</b>

**Total all banks = \$1,108,933.51**

**Monon Town & Township Public Library**

*Report Dates = 1/1/22 to 1/31/22*

<b>Receipt Summaries for :</b>		<b>100</b>	<b>Operating</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
110	LIBERTY TOWNSHIP CARDS	\$2,325.00	\$2,325.00
130	FINES AND FEES	\$79.50	\$79.50
132	COPIES	\$48.96	\$48.96
152	LOCAL INCOME TAX (LIT)	\$11,504.00	\$11,504.00
156	LOF SAVINGS INTEREST	\$5.78	\$5.78
157	LOF INTEREST FROM CD	\$5.12	\$5.12
823	STATE TECH FUND GRANT FUND	\$3,696.54	\$3,696.54
		<u>\$17,664.90</u>	<u>\$17,664.90</u>

<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	\$500.00	\$500.00
303	MEMORIAL GIFT FUND INTEREST	\$0.89	\$0.89
		<u>\$500.89</u>	<u>\$500.89</u>

<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	\$50,000.00
923	RAINY DAY INTEREST	\$31.68	\$31.68
		<u>\$50,031.68</u>	<u>\$50,031.68</u>

<b>Receipt Summaries for :</b>		<b>400</b>	<b>Library Improvement Reserve F</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
405	LIRF SAVINGS INTEREST	\$21.67	\$21.67
701	INTERFUND TRANSFER	\$55,000.00	\$55,000.00
		<u>\$55,021.67</u>	<u>\$55,021.67</u>

<b>Receipt Summaries for :</b>		<b>801</b>	<b>Evergreen Indiana Pass Through</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
961	EVERGREEN INDIANA RECEIPT	\$3.00	\$3.00

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

*Printed On Tuesday, February 1, 2022*



		\$3.00	\$3.00
<hr/>			
<hr/>			
<b>Receipt Summaries for :</b>			
	<b>803</b>	<b>FEDERAL</b>	
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$996.51	\$996.51
		\$996.51	\$996.51
<hr/>			
<hr/>			
<b>Receipt Summaries for :</b>			
	<b>804</b>	<b>FICA</b>	
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$792.82	\$792.82
		\$792.82	\$792.82
<hr/>			
<hr/>			
<b>Receipt Summaries for :</b>			
	<b>805</b>	<b>MEDICARE</b>	
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$185.42	\$185.42
		\$185.42	\$185.42
<hr/>			
<hr/>			
<b>Receipt Summaries for :</b>			
	<b>806</b>	<b>STATE</b>	
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$429.59	\$429.59
		\$429.59	\$429.59
<hr/>			
<hr/>			
<b>Receipt Summaries for :</b>			
	<b>807</b>	<b>COUNTY</b>	
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$266.76	\$266.76
		\$266.76	\$266.76
<hr/>			
<hr/>			
<b>Receipt Summaries for :</b>			
	<b>810</b>	<b>Transfer Fund</b>	
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
702	INTERBANK TRANSFER	\$2,319.35	\$2,319.35
		\$2,319.35	\$2,319.35
<hr/>			
<hr/>			

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

Printed On Tuesday, February 1, 2022

## Librarian's Report – February 14, 2022

The audit has finally finished up. We had to make some minor corrections to 2016, 2017, 2018, and 2020 annual financial reports but nothing major. There were issues with how CDs and transfers were reflected for the most part. They also will include in their report about us previously not having a capital assets policy, but we now have one (approved in November and revised at the January meeting). Our exit conference is Thursday at 4.

We need to set an official rate of pay for snow shoveling around the library for when we aren't able to do it ourselves. Austin is proposing \$20 or \$25/day since they don't have to shovel our back parking lot or any of the steps. Made a motion to approve \$/day and seconded. All present were in favor, and the motion passed.

We're still working on the 2021 Annual Financial Report. Austin will have that to share at the March meeting. The State Library Annual Report is finished for 2021, so you will see that in this packet. Clark will need to sign off on it for Austin to send back to the state. A note: we reported all of our public programs as general/for all ages since we had a mix of kids and adults attend, but these were mainly targeted as children's programs. That's why you will see no programs listed under some of the age groups.

We still haven't seen the front entrance work completed with the sealing off of the old book drop. They're still waiting for nicer weather they say, but we've had a few days where it's been around 40 degrees lately. We haven't and won't pay them until the work is complete.

We received \$500 from REMC to start offering more non-traditional things for check out at the library. Austin reported that we have received several things that have been ordered, including: a scanner, a power/charging bank, external hard drive, DVD player, seeds, flash drives, a backpack for an adventure pack, an air compressor, tools, yard work equipment, and more.

We would like to dispose of our last large spinning rack. We've incorporated all of the paperbacks onto the regular shelves. Austin could find no reference to the spinning racks on our lists of assets or its value, so a motion should suffice to declare this as surplus. It's highly unlikely it was worth enough to matter (\$5,000+). Afterwards, it will be available free for anyone that wants to take it. Made a motion to declare the last large spinning rack as surplus, and seconded. All present were in favor and the motion passed.

Austin and Marissa have started work on a new website. We likely are going to pay for access to better quality templates and capabilities, which the current one Austin is looking at is about \$265/year.

We plan to have a Noah's Ark Workshop this summer where kids can come and stuff a sea creature to take home with them. This will be similar to Build a Bear. We still might consider something else like having the zoo in Lafayette come, but that's to be determined. We also plan to have a presence at the Food Fest and giveaway books, and ride the book bike.

<b>Collection Area</b>	<b>January 2022 Circulation</b>	<b>January 2021 Circulation</b>	<b>January 2020 Circulation</b>
Adult Fiction	175	141	209
Adult Non-Fiction	38	26	99
Adult/Juvenile DVDs/Videos	188	78	174
Adult/Juvenile Audiobooks	6	4	5
Magazines	27	27	67
Juvenile Fiction	57	67	133
Juvenile Non-Fiction	8	11	8
Young Adult/Teen	19	16	21
Video Games	11	0	0
Hoopla	19	28	0
Overdrive (ebooks/e-audio)	228	264	223
Hotspots	10	0	0
<b>Total Circulation (# of checkouts)</b>	<b>786</b>	<b>662</b>	<b>939</b>



# STATE OF INDIANA

Eric J. Holcomb, *Governor*

Jacob Speer, State Librarian

INDIANA STATE LIBRARY  
140 N. Senate Avenue  
Indianapolis, IN 46204  
Phone: (317) 232-3675  
Fax: (317) 232-0002

## 2021 Indiana Public Library Report - Signature Page

Due March 1, 2022

This signature page is one of two parts of the annual report required to be submitted to the Indiana State Library by March 1, 2022.

The library director and the library board president are required to sign and return this page, after verifying that the annual report form is accurately completed and having reviewed it with the library board. Please make a copy of the report for your files.

Return this signature page:

By **EMAIL** to Angela Fox at [anfox@library.in.gov](mailto:anfox@library.in.gov) OR

By **MAIL** to the Indiana State Library, Library Development Office, 315 W. Ohio St., Indianapolis, IN 46202.

**I verify that the information included in the 2021 Indiana Public Library Annual Report is accurate to the best of my knowledge.**

**Library Name:** \_\_\_\_\_

\_\_\_\_\_  
Library Director's Signature (in ink)

Date: \_\_\_\_\_

\_\_\_\_\_  
Library Director's Name (Please Print)

\_\_\_\_\_  
Library Board President's Signature (in ink)

Date: \_\_\_\_\_

\_\_\_\_\_  
Library Board President's Name (Please Print)

# MONON TOWN & TOWNSHIP PUBLIC LIBRARY

## Indiana Public Library Annual Report 2021

CURRENT YEAR                      PREVIOUS YEAR

### 1 - General Information

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Please provide the most current information available.

01- 001	Name of the person preparing this report	Austin Stroud	<i>Austin Stroud</i>
01- 002	Preparer's phone number	(219) 253-6517	<i>(219) 253-6517</i>
01- 003	Time zone in which the library's administrative entity is located	Eastern Time	<i>Eastern Time</i>
01- 004	Library name	MONON TOWN & TOWNSHIP PUBLIC LIBRARY	<i>MONON TOWN &amp; TOWNSHIP PUBLIC LIBRARY</i>
01- 005	Library class	C	<i>C</i>
01- 006	Library director	Austin Stroud	<i>Austin Stroud</i>
01- 007	Street address	427 NORTH MARKET STREET	<i>427 NORTH MARKET STREET</i>
01- 008	City	MONON	<i>MONON</i>
01- 009	ZIP code	47959	<i>47959</i>
01- 010	Is the mailing address the same as the address listed above?	No	<i>No</i>
01- 011	Mailing address	P.O. BOX 305	<i>P.O. BOX 305</i>
01- 012	Mailing city	MONON	<i>MONON</i>
01- 013	Mailing ZIP code	47959	<i>47959</i>
01- 014	Congressional district number	4	<i>4</i>
01- 015	<b>Phone</b>	(219) 253-6517	<i>(219) 253-6517</i>
01- 016	Fax	(219) 253-8373	<i>(219) 253-8373</i>
01- 017	<b>Does your library have an answering machine, voicemail or other similar technology?</b>	Yes	<i>Yes</i>
01- 018	<b>Library URL</b>	<a href="http://www.monon.lib.in.us">http://www.monon.lib.in.us</a>	<i><a href="http://www.monon.lib.in.us">http://www.monon.lib.in.us</a></i>

01- Public library email address or a means of	astroud@monon.lib.in.us	astroud@monon.lib.in.us
019 electronic contact listed on the library's website		

**Building Questions**

01- Year the current central library was built	1914	1914
020		

01- Year of the most recent structural addition or	1994	1994
021 alteration to the current central library		

01- Square footage of the central library	8,140	8,140
022		

01-023 Click [here](#) to complete the central library daily hours.

This link will take you to a table where you can record the typical hours that the central library is open.

Please enter the hours in the following format: XX:XX AM or XX:XX PM. Please enter the hours that the library is open during a typical week. These are the hours which will be made available online at <https://www.in.gov/library/pldirectory.htm> and updated as you notify us of changes.

01- If your central library has non-standard schedule		<i>The last half of the year,</i>
023a that cannot be correctly entered into the above		<i>we have been on limited</i>
form, please provide those hours here. For		<i>curbside/appointment</i>
example, if your library closes for an hour for		<i>hours of:</i>
lunch, or if you have a special winter schedule,		<i>Monday/Wednesday -</i>
report that here.		<i>12:00 PM - 07:00 PM,</i>
		<i>Tuesday/Thursday/Friday</i>
		<i>12:00 PM - 05:00 PM,</i>
		<i>and Saturday 10:00 AM -</i>
		<i>03:00 PM.</i>

01- <b>Total number of hours the central library is</b>	46	49
038 <b>open during a typical week</b>		

01- <b>Total number of hours per week the central</b>	6	9
039 <b>library is open after 5:00 PM</b>		

01- <b>Total number of hours per week the central</b>	5	5
040 <b>library is open on Saturday</b>		

01- <b>Total number of hours per week the central</b>	0	0
041 <b>library is open on Sunday</b>		

01- Number of weeks per year the central library was	52	42
042 open in 2021		

01- Number of weeks the central library was closed	0	10
043 due to COVID-19		

01- Number of weeks the central library had limited	6	32
044 occupancy due to COVID-19		

01- <b>Total public service hours the central library</b>	2,392.0	2,058.00
045 <b>was open in 2021</b>		

**Internet Access**

01- Does the library provide internet access?	Yes	Yes
046		

01- What type of internet access is available in the	Fiber Optic	Fiber Optic
047 central library?		

01- Specify the download speed of internet access in	50 MBPS	20 MBPS
048 the central library.		

Please specify the unit of measurement (e.g., 20 MBPS)

## Branch Information

01- Total number of branches *(If this answer = 0, skip* 0  
200 *questions 01-200a through 01-237)*

## Individual Branch Information

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

01- Branch name  
200a

01- Branch street address  
201a

01- Branch city  
202a

01- Branch county  
203a

01- Branch ZIP  
204a

01- Is the mailing address the same as the address  
205a listed above?

01- Branch mailing address  
206a

01- Phone  
207a

01- Fax  
208a

01- Year built  
209a

01- Year of the most recent structural addition or  
210a alteration to branch building

01- Square footage of branch  
211a

01- Number of weeks per year individual branch was  
212a open in 2021

01- Number of weeks the individual branch closed  
213a due to COVID-19

01- Number of weeks the individual branch had  
214a limited occupancy due to COVID-19

01- Monday opening time  
215a

01- Monday closing time  
216a

01- Tuesday opening time  
217a

01- Tuesday closing time  
218a

01- Wednesday opening time  
219a

01- Wednesday closing time  
220a

01- Thursday opening time  
221a

01- Thursday closing time  
222a

01- Friday opening time  
223a

01- Friday closing time  
224a

01- Saturday opening time  
225a

01- Saturday closing time  
226a

01- Sunday opening time  
227a

01- Sunday closing time  
228a

01- Total open hours for the branch library during a  
229a typical week.

01- Total public service hours the branch was open in  
230a 2021

01- Does the branch library provide internet access?  
231a

01- What type of internet access is available in the  
232a branch library?

01- Specify the download speed of internet access in  
233a the branch library

01- Total annual public service hours of all branches 0.00 0.00  
237

Bookmobile Information

01- Total number of bookmobiles (If this answer = 0,  
300 skip questions 01-301a through 01-315) 0 0

Individual Bookmobile Information

01- Bookmobile name  
301a

01- Street address  
302a

01- City  
303a

01- County  
304a

01- ZIP  
305a

01- Is the bookmobile's mailing address the same as  
306a the address listed above?

01- Mailing address  
307a

01- Phone  
308a

01- Fax  
309a

01- Total number of hours the bookmobile is open  
310a during a typical week

01- Number of weeks per year the bookmobile is open



311a			
01- 312a	Number of weeks the bookmobile closed due to COVID-19		
01- 313a	Number of weeks the bookmobile had limited occupancy due to COVID-19		
01- 314a	Total public service hours the bookmobile was open in 2021		
01- 315	<b>Total annual public service hours of all bookmobiles</b>	0.00	<i>0.00</i>
01- 500	<b>Total system public service hours per year</b>	2,392.00	<i>2,058.00</i>

## 2 - Registrations

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

02- 001	Total number of resident registered users	675	782
02- 002	Total number of users from contracting areas	N/A	N/A
02- 003	Total number of non-resident registered users	110	122
02- 003a	<b>Total number of registered users</b>	785	
02- 004	Total number of reciprocal users	19	19
02- 005	Total number of PLAC users	1	1
02- 006	Total number of non-resident cards issued to student users	12	18
02- 007	Total number of non-resident cards issued to school employees	0	0
02- 008	Total number of non-resident cards issued to library employees	6	4
02- 009	<b>Amount of non-resident fee</b>	\$75.00	<i>\$75.00</i>
02- 010	Date the library board adopted this fee	12-13-2021	<i>12-14-2020</i>
02- 011	<b>Does your library annually purge or mark inactive accounts for those patrons who have not used their accounts for the last three (3) years and do not owe materials, fines, or fees to the library?</b>	Yes	<i>Yes</i>

## 3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

See the instructions for a description of the political divisions.

2010 Census figures are used for all calculations

03-001	Name of primary county	WHITE	<i>WHITE</i>
03-002	Total assessed valuation for library district	\$244,664,943	<i>\$222,733,109</i>
03-003	Operating tax rate	.1064	<i>0.0866</i>
03-004	Source year for data	2022	<i>2021</i>
03-005	Debt fund tax rate	0	<i>0</i>
03-006	LCPF tax rate	0	<i>0</i>
03-007	Did your library roll the LCPF into the operating tax rate?	N/A	<i>N/A</i>
03-008	Name of additional county	N/A	<i>N/A</i>
03-009	Total assessed valuation for additional county	N/A	<i>N/A</i>
03-010	Operating tax rate for additional county	N/A	<i>N/A</i>
03-011	Debt fund tax rate	N/A	<i>N/A</i>
03-012	LCPF tax rate	N/A	<i>N/A</i>
03-013	<b>Total district population without contracts</b>	3,282	<i>3,282</i>
03-014	<b>Total district population with contracts</b>	3,385	<i>3,385</i>
03-015	Political subdivision name	Honey Creek Township	<i>Honey Creek Township</i>
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)	N/A	<i>N/A</i>
03-017	Population <u>2010 census</u> (taxed and served)	0	<i>0</i>
03-018	Type of political unit (contracting units 5, 6, 7, 8, 10 only)	6	<i>6</i>
03-019	Population <u>2010 census</u> (served by contract)	1162	<i>1162</i>
03-015	Political subdivision name	Liberty Township	<i>Liberty Township</i>
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)	N/A	<i>N/A</i>
03-017	Population <u>2010 census</u> (taxed and served)	0	<i>0</i>
03-018	Type of political unit (contracting units 5, 6, 7, 8, 10 only)	6	<i>6</i>

03-019	Population <u>2010 census</u> (served by contract)	2223	2223
03-015	Political subdivision name	Monon Township	<i>Monon Township</i>
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)	4	4
03-017	Population <u>2010 census</u> (taxed and served)	3,282	3,282
03-018	Type of political unit (contracting units 5, 6, 7, 8, 10 only)	N/A	<i>N/A</i>
03-019	Population <u>2010 census</u> (served by contract)	N/A	<i>N/A</i>
03-020	Were there any changes to your library's service area?	No	<i>No</i>
	( Changes may include annexations, mergers, or changes to contracts. )		
03-021	If the answer to 03-020 is YES, please explain		

#### 4 - Operating Revenue

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

##### Local Government Revenue

04-001	Property tax or CEDIT income from library tax rate	\$195,894	<i>\$192,550</i>
04-002	Miscellaneous income taxes or LIT (Local Income Tax)	\$135,072	<i>\$120,577</i>
04-003	Contractual revenue received for service	\$1,200	<i>\$2,020</i>
04-004	<b>Total local government revenue</b>	\$332,166	<i>\$315,147</i>

##### State Government Revenue

04-005	Financial Institutions Tax (FIT)	\$404	<i>\$11,289</i>
04-006	License Vehicle Excise Tax	\$14,239	<i>\$7,938</i>
04-007	Commercial Vehicle Excise Tax (CVET)	\$1,328	<i>\$1,298</i>
04-008	Broadband Connectivity Grant	\$1,597	<i>\$1,957</i>
04-009	Other state revenue	\$0	<i>\$0</i>
04-010	Source(s):	N/A	<i>N/A</i>
04-011	<b>Total state revenue</b>	\$17,568	<i>\$22,482</i>

##### Federal Government Revenue

04-012	LSTA grants	\$0	\$0
04-013	Other federal revenue (including CARES Act funds)	\$3,400	\$0
04-014	Source(s):	CARES Act funds	N/A
04-015	<b>Total federal revenue</b>	\$3,400	\$0
<b>Other Revenue</b>			
04-016	PLAC reimbursement	\$0	
04-017	Fines and fees	\$897	\$943
04-018	Interest on investments	\$505	\$845
04-019	Gift receipts	\$2,175	\$282
04-020	Private and public foundation grants	\$1,000	\$1,750
04-021	Miscellaneous revenue	\$1,042	\$822
04-022	Source(s):	\$793 Overpayment of insurance premium (appeal of an audit we completed for the prior year) and \$968.52 copies	\$0.01 other services/charges- Amazon/Synchrony Bank account setup, \$64.44 checking interest, \$192.77 fax/notary/laminating, \$564.36 copies
04-023	<b>Total other revenue</b>	\$5,619	\$4,642
04-024	<b>Total operating revenue</b>	\$358,753	\$342,271

## 5 - Operating Fund Expenditures

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

### Staff and Supplies

05-001	Salaries/wages of all library staff	\$147,230	\$137,734
05-002	Employee benefits	\$20,353	\$17,018
05-003	Other personal services	\$0	\$0
05-004	<b>Total personal services</b>	\$167,583	\$154,752
05-005	<b>Total staff expenditures</b>	\$167,583	\$154,752
05-006	Total supplies	\$6,813	\$3,971

Other Services and Charges

05- 007	Professional services	\$501	<i>\$1,081</i>
05- 008	Communication and transportation	\$3,794	<i>\$1,666</i>
05- 009	Printing and advertising	\$0	<i>\$49</i>
05- 010	Insurance	\$4,784	<i>\$4,861</i>
05- 011	Utility services	\$17,810	<i>\$15,035</i>
05- 012	Repairs and maintenance	\$4,755	<i>\$7,603</i>
05- 013	Rentals	\$15	<i>\$15</i>
05- 014	Debt service	\$0	<i>\$0</i>
05- 015	Lease rental	\$0	<i>\$0</i>
05- 016	Other	\$3,790	<i>\$10,918</i>
05- 017	<b>Total of other services and charges</b>	\$35,449	<i>\$41,228</i>

Capital Outlays from Operating Fund Expenditures

05- 018	Land	\$0	<i>\$0</i>
05- 019	Buildings	\$0	<i>\$0</i>
05- 020	Improvements other than buildings	\$0	<i>\$0</i>
05- 021	Furniture and equipment	\$8,017	<i>\$4,288</i>
05- 022	Capital outlays for public access computers, e-readers and electronic media devices. <b>DO NOT REPORT in Q05-021</b>	\$0	<i>\$0</i>

Library Materials - Operating Fund Expenditures

05- 023	Books	\$22,164	<i>\$17,795</i>
05- 024	Periodicals and newspapers	\$2,378	<i>\$2,305</i>
05- 025	Audio/Visual materials, microforms, and other non-printed, physical materials	\$5,187	<i>\$4,608</i>
05- 026	E-books, electronic collections, and database licensing/purchase/lease expenditures	\$1,500	<i>\$1,500</i>
05- 027	Electronic physical format, including Playaways and e-book readers	\$0	<i>\$0</i>

Library Materials - Non-Operating Fund Expenditures

05- 028	Books	\$336	<i>\$1,113</i>
05- 029	Periodicals and newspapers	\$0	<i>\$0</i>

05-030	Audio/Visual materials, microforms, and other non-printed, physical materials	\$0	\$0
05-031	E-book and electronic database licensing/purchase/lease expenditures	\$0	\$0
05-032	Electronic physical format, including Playaways and e-book readers	\$0	\$0
05-033	Total expenditures for print materials	\$24,878	\$21,213
05-034	Total expenditures for electronic materials	\$1,500	\$1,500
05-035	Total expenditures for other materials	\$5,187	\$4,608
05-036	Total expenditures for collections	\$31,565	\$27,321
05-037	<b>Total operating fund capital outlays</b>	\$37,746	\$28,996
05-038	Total operating fund expenditure for collection development	\$31,229	\$26,208
05-039	<b>Total non-operating fund expenditure for collection development</b>	\$336	\$1,113
05-040	Public access computers, e-readers and electronic media devices from all non-operating funds	\$0	\$0
05-041	Total operating fund expenditures	\$249,091	\$230,447
05-042	<b>Other operating expenditures</b>	\$50,279	\$49,487
05-043	<b>Total operating expenditures</b>	\$249,427	\$231,560
05-044	Total capital fund expenditures	\$54,334	\$66,516
<u>Non-Resident Fee Standard</u>			
05-045	Total collection expenditures	\$31,565	\$27,321
05-046	Total 2020 operating expenditures per capita	\$70.22	\$73.24
05-047	Difference between 2020 OE per capita and non-resident fee (subtract Q02-009 from Q05-046). If the output is a positive number, then your library's non-resident fee needs to be raised to match or exceed the operating expenditure per capita at the next scheduled board meeting.	\$-4.78	\$-1.76
05-047a	Does your library's non-resident fee meet the standard? (Select YES if 05-047 is a negative number; Select NO if 05-047 is a positive number)	Yes	Yes
05-048	Total 2021 operating expenditures per capita. PLEASE MAKE SURE YOUR 2022 NON-RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	75.90	70.22

Collection Development Standard

05-049	Collection development expenditure (from all funds) as a percentage of operating fund	12.6%	11.8%
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expenditure

## 6 - Capital Revenue

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

06- 001	Local government capital revenue	\$0	<i>\$0</i>
06- 002	State government capital revenue	\$0	<i>\$0</i>
06- 003	Federal government capital revenue	\$0	<i>\$0</i>
06- 004	Other capital revenue	\$0	<i>\$0</i>
06- 005	<b>Total capital revenue</b>	\$0	<i>\$0</i>

## 7 - Employment Data

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

### ALA-MLS Librarians

07- 001	Total number of all librarians with an ALA-MLS	1.00	<i>1.00</i>
07- 002	Total number of paid hours per week for all ALA-MLS librarians	35	<i>35</i>
07- 003	<b>FTE for all ALA-MLS librarians</b>	0.88	<i>0.88</i>

### All Librarians

07- 004	Total number of all librarians, including ALA-MLS librarians	2.00	<i>2.00</i>
07- 005	Total number of paid hours per week for all librarians, including ALA-MLS librarians	70	<i>75</i>
07- 006	<b>FTE for all librarians</b>	1.75	<i>1.88</i>

### All Other Staff

07- 007	Total number of all other paid staff	5.00	<i>7.00</i>
07- 008	Total number of paid hours per week for all other paid staff	105.25	<i>95</i>
07- 009	<b>FTE for all other paid staff</b>	2.63	<i>2.38</i>
07- 010	<b>Total number of all paid staff</b>	7.00	<i>9.00</i>
07- 011	<b>Total hours paid per week for all paid staff</b>	175.25	<i>170.00</i>
07- 012	<b>FTE for all paid staff</b>	4.38	<i>4.26</i>
07-	Number of hours per week considered to be full-	35	<i>35</i>

013 time employment in your library

## 8 - Library Service and Technology

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

### Interlibrary Loans

08-001	Number of interlibrary loan items (including photocopies) your library has provided to other libraries	0	0
08-002	Evergreen transits to other libraries. Number will be supplied by the Indiana State Library	1,914	1,172
08-003	SRCS materials provided to other libraries. Number will be supplied by the Indiana State Library	68	77
08-004	<b>Total number of loans provided to other libraries</b>	1,982	1,249
08-005	Number of interlibrary loan items (including photocopies) your library has borrowed from other libraries	0	0
08-006	Evergreen transits received from other libraries. Number will be supplied by the Indiana State Library	881	706
08-007	SRCS materials received from other libraries. Number will be supplied by the Indiana State Library	0	2
08-008	<b>Total number of loans received from other libraries</b>	881	708
08-009	<b>Net lending rate</b>	2.25	1.76

### Programs

A program is any planned event which introduces the attendees to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. They may also provide cultural, recreational, or educational information, often designed to meet a specific social need.

#### Synchronous (Live) In-Person Program Sessions

08-010	<b>Number of children's programs held in the library</b>	0	17
08-010a	Number of programs targeted at children ages 0-5 (enter "NA" if unknown)	0	
08-010b	Number of programs targeted at children ages 6-11 (enter "NA" if unknown)	0	
08-011	<b>Number of children's programs held offsite</b>	0	0
08-011a	Number of programs targeted at children ages 0-5 (enter "NA" if unknown)	0	
08-011b	Number of programs targeted at children ages 6-11 (enter "NA" if unknown)	0	
08-	<b>Number of young adult programs held in the</b>	0	2



012	library		
08-013	Number of young adult programs held offsite	0	0
08-014	Number of adult programs held in the library	2	0
08-015	Number of adult programs held offsite	0	0
08-016	Number of general interest (all ages) programs held in the library	2	2
08-017	Number of general interest (all ages) programs held offsite	4	0
08-018	Total number of non-library sponsored programs	4	1
08-019	Total number of in-person programs held at the library	4	21
08-020	Total number of in-person programs held offsite	4	
08-021	Attendance at children's programs held in the library	0	142
08-021a	Attendance at programs targeted at children ages 0-5 (enter "NA" if unknown)	0	
08-021b	Attendance at programs targeted at children ages 6-11 (enter "NA" if unknown)	0	
08-022	Attendance at children's programs held offsite	0	0
08-022a	Attendance at programs targeted at children ages 0-5 (enter "NA" if unknown)	0	
08-022b	Attendance at programs targeted at children ages 6-11 (enter "NA" if unknown)	0	
08-023	Attendance at young adult programs held in the library	0	6
08-024	Attendance at young adult programs held offsite	0	0
08-025	Attendance at adult programs held in the library	11	0
08-026	Attendance at adult programs held offsite	0	0
08-027	Attendance at general interest (all ages) programs held in the library	57	52
08-028	Attendance at general interest (all ages) programs held offsite	172	0
08-029	Total attendance at non-library sponsored programs	40	5

08-030	Total children's in-person program attendance	0	142
08-030a	Total attendance at programs for children 0-5 (enter "NA" if unknown)	0	
08-030b	Total attendance at programs for children 6-11 (enter "NA" if unknown)	0	
08-031	Total young adult in-person program attendance	0	6
08-032	Total attendance at all in-person programs held in the library	68	200
08-033	Total attendance at all in-person programs held offsite	172	
08-034	Total attendance at all in-person programs	240	

### Synchronous (Live) Virtual Programs

Live, virtual programs are conducted via a Web conferencing or Webinar platform such as Facebook, YouTube, or Zoom, during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time.

08-035	Number of children's synchronous virtual programs	0	0
08-035a	Number of synchronous virtual programs targeted at children ages 0-5 ((enter "NA" if unknown)	0	
08-035b	Number of synchronous virtual programs targeted at children ages 6-11 (enter "NA" if unknown)	0	
08-036	Number of young adult synchronous virtual programs	0	0
08-037	Number of adult synchronous virtual programs	0	0
08-038	Number of general interest (all ages) synchronous virtual programs	90	0
08-039	Total number of synchronous virtual programs	90	0
08-040	Attendance at children's synchronous virtual programs as counted by participants	0	0
08-040a	Attendance at synchronous virtual programs aimed at children 0-5 as counted by participants (enter "NA" if unknown)	0	
08-040b	Attendance at synchronous virtual programs aimed at children 6-11 as counted by participants (enter "NA" if unknown)	0	
08-040c	Attendance at children's synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	0	
08-040d	Attendance at synchronous virtual programs aimed at children 0-5 as counted by participant devices (enter "NA" if unknown)	0	
08-040e	Attendance at synchronous virtual programs aimed at children 6-11 as counted by participant devices (enter "NA" if unknown)	0	
08-041	Attendance at young adult synchronous virtual programs as counted by participants	0	0
08-	Attendance at young adult synchronous virtual	0	

041a	programs as counted by participant devices (enter "NA" if unknown)		
08-042	Attendance at adult synchronous virtual programs as counted by participants	0	0
08-042a	Attendance at adult synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	0	
08-043	Attendance at general interest (all ages) synchronous virtual programs as counted by participants	8,624	0
08-043a	Attendance at general (all ages) synchronous virtual programs as counted by participant devices (enter "NA" if unknown)	N/A	
08-044	Total attendance at synchronous virtual programs as counted by participants	8,624	0
08-044a	Total attendance at synchronous (live) virtual programs as counted by participant devices (enter "NA" if unknown)	0	
08-045	Total number of children's synchronous (live) programs (includes in-person and synchronous virtual)	0	17
08-045a	Number of programs targeted at children ages 0-5 (enter "NA" if unknown)	0	
08-045b	Number of programs targeted at children ages 6-11 (enter "NA" if unknown)	0	
08-046	Total number of young adult synchronous (live) programs (includes in-person and synchronous virtual)	0	2
08-047	Total number of synchronous (live) programs (includes in-person and synchronous virtual)	94	21
08-048	Total attendance at children's synchronous (live) programs (includes in-person and synchronous virtual)	0	142
08-048a	Attendance at programs targeted at children ages 0-5 (enter "NA" if unknown)	0	
08-048b	Attendance at programs targeted at children ages 6-11 (enter "NA" if unknown)	0	
08-049	Total attendance at young adult synchronous (live) programs (includes in-person and synchronous virtual)	0	6
08-050	Total attendance at all synchronous (live) programs (includes in-person and synchronous virtual)	8,692	200
08-051	Total Number of Asynchronous (Recorded) Program Presentations	0	3
08-052	Total Views of Asynchronous (Recorded) Program Presentations	0	79
<u>Children's Reading Program</u>			
08-053	How many weeks of a Children's Reading Program did your library offer at each fixed location?	6	6
08-	Total number of annual visits to the library	4,936	4,396

054			
08- 054a	Library visits reporting method	CT - Annual Count	<i>Count</i>
08- 055	<b>Total number of reference transactions in 2021</b>	520	210
08- 055a	Reference transactions reporting method	ES - Annual Estimate Based on Typical Week(s)	<i>Count</i>
08- 056	Instructional references services	10	10
<u>Electronic Collections (includes Licensed Databases)</u>			
08- 057	Number of state-licensed databases (INSPIRE databases)	86	86
08- 058	Number of local and other licensed databases (not INSPIRE)	7	4
08- 059	Name(s) of public use/commercial databases to which the library subscribes	Overdrive hoopla Pronunciator Gale Legal Forms Chilton Wowbrary Reference Solutions	<i>Response has been entered.</i>
08- 060	Total electronic collections/databases	93	90
<u>Public Computers</u>			
08- 061	Number of uses (sessions) of public internet computers in 2021	574	488
08- 061a	Reporting method for number of uses of public internet computers	CT - Annual Count	
08- 062	Number of wireless internet uses per year	520	375
08- 062a	Reporting method for wireless sessions	ES - Annual Estimate Based on Typical Week(s)	
08- 063	Number of public internet computers system-wide	11	11
08- 064	Number of staff computers	7	7
08- 065	Number of website visits	5,079	5,352
<u>Library System Automation</u>			
08- 066	Does your library have an automated bookkeeping system?	Yes	<i>Yes</i>
08- 067	Name of bookkeeping system	AVC	<i>AVC</i>
08- 068	Brand and version of Integrated Library System	Evergreen 3-7-1	<i>Evergreen 3.4</i>

## 9 - Circulation and Holdings

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

09- 001	Circulation of physical items	5,769	5,195
09-	Use of electronic materials ( <i>e.g. e-books</i> )	2,606	2,573

002	<i>circulated or electronic materials downloaded annually)</i>		
09-003	Successful retrieval of electronic information ( <i>e.g. electronic material usage or views not meeting the definition of circulation and not otherwise reported in 09-002</i> )	0	0
09-004	<b>Total electronic content use</b>	2,606	2,573
09-005	Circulation of all children's materials	1,352	1,011
09-006	Circulation of other physical items	92	
09-007	<b>Total circulation of all materials</b>	8,375	7,768
09-008	<b>Total collection use</b>	8,375	7,768
09-009	Total in-house usage of materials	260	350
<u>Selected Holdings</u>			
09-010	<b>Books (print)</b>	29,096	34,704
09-011	Does the library belong to an e-book consortium?	Yes	Yes
09-012	Name of e-book consortium	eIndiana Digital Consortium	<i>eIndiana Digital Consortium</i>
09-013	E-books (LOCAL HOLDINGS)	0	0
09-014	E-books (CONSORTIUM HOLDINGS)	105,022	75,774
09-015	<b>E-books (TOTAL)</b>	105,022	75,774
09-016	Video materials - physical units	2,414	2,582
09-017	Video materials - downloadable units (LOCAL HOLDINGS)	0	0
09-018	Video materials - downloadable units (CONSORTIUM HOLDINGS)	458	437
09-019	<b>Video materials - downloadable units (TOTAL)</b>	458	437
09-020	Audio materials - physical units	317	517
09-021	Audio materials - downloadable units (LOCAL HOLDINGS)	0	0
09-022	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	27,261	20,651
09-023	<b>Audio materials - downloadable units (TOTAL)</b>	27,261	20,651
09-024	Current print serial subscriptions	63	56
09-025	Current electronic serials subscriptions	3,209	3,268

09-026	Does your library circulate hotspots?	Yes	<i>No</i>
09-027	Other circulating physical items	66	
09-028	<b>Total physical items in collection ( 09-010 + 09-016 + 09-020 + 09-027)</b>	31,893	

## 10 - Library Board

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

10-0001	Position: President	President	<i>President</i>
10-0002	First name	Clark	<i>Clark</i>
10-0003	Middle initial/name	A	<i>A</i>
10-0004	Last name	Raver	<i>Raver</i>
10-0005	Home address	411 Dorothy St.	<i>411 Dorothy St.</i>
10-0006	City	Monon	<i>Monon</i>
10-0007	ZIP code	47959	<i>47959</i>
10-0008	Email address	craver@nwhite.k12.in.us	<i>craver@nwhite.k12.in.us</i>
10-0009	Appointing authority	Monon Townhsip Board	<i>Monon Townhsip Board</i>
10-0010	Date term expires	12/31/2025	<i>12/31/2021</i>
10-0011	Number of consecutive terms	3	<i>3</i>
10-0012	Date of initial appointment	12/20/2009	<i>12/20/2009</i>
10-0101	Position: Vice President	Vice President	<i>Vice President</i>
10-0102	First name	Julie	<i>Julie</i>
10-0103	Middle initial/name	E.	<i>E.</i>
10-0104	Last name	Hart	<i>Hart</i>
10-0105	Home address	711 W 900 N	<i>711 W 900 N</i>
10-0106	City	Monon	<i>Monon</i>
10-0107	ZIP code	47959	<i>47959</i>
10-	Email address	jhart_wc@yahoo.com	<i>jhart_wc@yahoo.com</i>

0108			
10- 0109	Appointing authority	White County Council	<i>White County Council</i>
10- 0110	Date term expires	01/06/2025	<i>01/06/2025</i>
10- 0111	Number of consecutive terms	4	<i>4</i>
10- 0112	Date of initial appointment	01/05/2009	<i>01/05/2009</i>
10- 0201	Position: Secretary	Secretary	<i>Secretary</i>
10- 0202	First name	Rosemary	<i>Rosemary</i>
10- 0203	Middle initial/name		
10- 0204	Last name	Cooley	<i>Cooley</i>
10- 0205	Home address	P.O. Box 26	<i>P.O. Box 26</i>
10- 0206	City	Monon	<i>Monon</i>
10- 0207	ZIP code	47959	<i>47959</i>
10- 0208	Email address	grcooley@urhere.net	<i>grcooley@urhere.net</i>
10- 0209	Appointing authority	Monon Town Council	<i>Monon Town Council</i>
10- 0210	Date term expires	12/31/2024	<i>12/31/2024</i>
10- 0211	Number of consecutive terms	3	<i>3</i>
10- 0212	Date of initial appointment	02/05/2013	<i>02/05/2013</i>
10- 0301	Position: Treasurer (Boards may have either a treasurer or treasurer/employee, but not both)	Treasurer	<i>Treasurer</i>
10- 0302	First name	Jennifer	<i>Jennifer</i>
10- 0303	Middle initial/name	T.	<i>T.</i>
10- 0304	Last name	Annis	<i>Annis</i>
10- 0305	Home address	P.O. Box 963	<i>P.O. Box 963</i>
10- 0306	City	Monon	<i>Monon</i>
10- 0307	ZIP code	47959	<i>47959</i>
10- 0308	Email address	jentheclo@hotmail.com	<i>jentheclo@hotmail.com</i>
10- 0309	Appointing authority	White County Commissioners	<i>White County Commissioners</i>

10-0310	Date term expires	11/22/2024	<i>11/22/2024</i>
10-0311	Number of consecutive terms	3	<i>3</i>
10-0312	Date of initial appointment	02/06/2012	<i>02/06/2012</i>
10-0401	Position: Treasurer / Employee (Boards may have either a treasurer or treasurer/employee, but not both)	Treasurer / Employee	<i>Treasurer / Employee</i>
10-0402	First name	N/A	<i>N/A</i>
10-0403	Middle initial/name	N/A	<i>N/A</i>
10-0404	Last name	N/A	<i>N/A</i>
10-0405	Home address	N/A	<i>N/A</i>
10-0406	City	N/A	<i>N/A</i>
10-0407	ZIP code	N/A	<i>N/A</i>
10-0408	Email address	N/A	<i>N/A</i>
10-0409	Appointing authority		
10-0410	Date term expires		
10-0411	Number of consecutive terms		
10-0412	Date of initial appointment		
10-0501	Position: Member	Member	<i>Member</i>
10-0502	First name	Michele	<i>Michele</i>
10-0503	Middle initial/name	L.	<i>L.</i>
10-0504	Last name	Buswell	<i>Buswell</i>
10-0505	Home address	P.O. Box 202	<i>P.O. Box 202</i>
10-0506	City	Monon	<i>Monon</i>
10-0507	ZIP code	47959	<i>47959</i>
10-0508	Email address	mebuswell@gmail.com	<i>mebuswell@gmail.com</i>
10-0509	Appointing authority	North White School Board	<i>North White School Board</i>
10-0510	Date term expires	12/31/2022	<i>12/31/2022</i>



10- 0511	Number of consecutive terms	4	4
10- 0512	Date of initial appointment	12/11/2006	<i>12/11/2006</i>
10- 0601	Position: Member	Member	<i>Member</i>
10- 0602	First name	Desiery	<i>Desiery</i>
10- 0603	Middle initial/name	L.	<i>L.</i>
10- 0604	Last name	Kyle	<i>Kyle</i>
10- 0605	Home address	4541 W 900 N	<i>4541 W 900 N</i>
10- 0606	City	Monon	<i>Monon</i>
10- 0607	ZIP code	47959	<i>47959</i>
10- 0608	Email address	kyle_desi@yahoo.com	<i>kyle_desi@yahoo.com</i>
10- 0609	Appointing authority	North White School Board	<i>North White School Board</i>
10- 0610	Date term expires	12/31/2023	<i>12/31/2023</i>
10- 0611	Number of consecutive terms	2	2
10- 0612	Date of initial appointment	12/14/2015	<i>12/14/2015</i>
10- 0701	Position: Member	Member	<i>Member</i>
10- 0702	First name	Glenda	<i>Glenda</i>
10- 0703	Middle initial/name	M.	<i>M.</i>
10- 0704	Last name	Simmons	<i>Simmons</i>
10- 0705	Home address	7634 N 200 W	<i>7634 N 200 W</i>
10- 0706	City	Monon	<i>Monon</i>
10- 0707	ZIP code	47959	<i>47959</i>
10- 0708	Email address	dsimmons@urhere.net	<i>dsimmons@urhere.net</i>
10- 0709	Appointing authority	North White School Board	<i>North White School Board</i>
10- 0710	Date term expires	03/10/2022	<i>03/10/2022</i>
10- 0711	Number of consecutive terms	4	4
10-	Date of initial appointment	03/14/2005	<i>03/14/2005</i>

0712

10- Position: Member

0801

Member

*Member*

10- First name

0802

10- Middle initial/name

0803

10- Last name

0804

10- Home address

0805

10- City

0806

10- ZIP code

0807

10- Email address

0808

10- Appointing authority

0809

10- Date term expires

0810

10- Number of consecutive terms

0811

10- Date of initial appointment

0812

10- Position: Member

0901

Member

*Member*

10- First name

0902

10- Middle initial/name

0903

10- Last name

0904

10- Home address

0905

10- City

0906

10- ZIP code

0907

10- Email address

0908

10- Appointing authority

0909

10- Date term expires

0910

10- Number of consecutive terms

0911

10- Date of initial appointment

0912

10- Position: Member

1001

Member

*Member*

10- First name  
1002  
10- Middle initial/name  
1003  
10- Last name  
1004  
10- Home address  
1005  
10- City  
1006  
10- ZIP code  
1007  
10- Email address  
1008  
10- Appointing authority  
1009  
10- Date term expires  
1010  
10- Number of consecutive terms  
1011  
10- Date of initial appointment  
1012

10- Position: Member

Member

*Member*

1101  
10- First name  
1102  
10- Middle initial/name  
1103  
10- Last name  
1104  
10- Home address  
1105  
10- City  
1106  
10- ZIP code  
1107  
10- Email address  
1108  
10- Appointing authority  
1109  
10- Date term expires  
1110  
10- Number of consecutive terms  
1111  
10- Date of initial appointment  
1112

10- Position: Member

Member

*Member*

1201  
10- First name  
1202  
10- Middle initial/name

1203  
 10- Last name  
 1204  
 10- Home address  
 1205  
 10- City  
 1206  
 10- ZIP code  
 1207  
 10- Email address  
 1208  
 10- Appointing authority  
 1209  
 10- Date term expires  
 1210  
 10- Number of consecutive terms  
 1211  
 10- Date of initial appointment  
 1212  
 10- What day of the month is the regular library board meeting?  
 0991 2nd Monday *2nd Monday*  
 10- What is the time of the regular library board meeting?  
 0992 4PM *4:30 p.m.*

## 11 - Salary Section

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

11- Annual salary of the director  
 001 \$46,350 *\$45,000*

11- Does the library director have an employment contract?  
 002 No *No*

11- What is the current level of certification held by the library director?  
 003 LC 1 *LC 1*

11- Job Title - Assistant or Associate Director  
 004 Assistant Director *Assistant Director*

11- Certification level  
 005

11- Minimum hourly wage  
 006

11- Maximum hourly wage  
 007

11- Job Title - Department Head, Manager or Supervisor  
 008 Department Head *Department Head*

11- Certification level  
 009

11- Minimum hourly wage  
 010

11- Maximum hourly wage  
 011

11-012	Job Title - Branch Head	Branch Head	<i>Branch Head</i>
11-013	Certification level		
11-014	Minimum hourly wage		
11-015	Maximum hourly wage		
11-016	Job Title - Administrative Assistant	Administrative Assistant	<i>Administrative Assistant</i>
11-017	Certification level		
11-018	Minimum hourly wage		
11-019	Maximum hourly wage		
11-020	Job Title - Automation, Network or System Manager	Automation / Network / System Manager	<i>Automation / Network / System Manager</i>
11-021	Certification level		
11-022	Minimum hourly wage		
11-023	Maximum hourly wage		
11-024	Job Title - Business Manager	Business Manager	<i>Business Manager</i>
11-025	Certification level		
11-026	Minimum hourly wage		
11-027	Maximum hourly wage		
11-028	Job Title - Cataloging or Technical Services Librarian	Cataloging or Technical	<i>Cataloging or Technical</i>
11-029	Certification level		
11-030	Minimum hourly wage		
11-031	Maximum hourly wage		
11-032	Job Title - Children's Librarian	Children's Librarian	<i>Children's Librarian</i>
11-033	Certification level	LC 6	<i>LC 6</i>
11-034	Minimum hourly wage	\$11.00	<i>\$9.80</i>
11-035	Maximum hourly wage	\$21.00	<i>\$19.15</i>
11-036	Job Title - General Reference or Adult Librarian	General Reference or Adult Librarian	<i>General Reference or Adult Librarian</i>

11-037	Certification level		
11-038	Minimum hourly wage		
11-039	Maximum hourly wage		
11-040	Job Title - Young Adult Librarian	Young Adult Librarian	<i>Young Adult Librarian</i>
11-041	Certification level		
11-042	Minimum hourly wage		
11-043	Maximum hourly wage		
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian	Indiana History, Local History, or Genealogy Librarian	<i>Indiana History, Local History, or Genealogy Librarian</i>
11-045	Certification level		
11-046	Minimum hourly wage		
11-047	Maximum hourly wage		
11-048	Job Title - Specialist (Professional)	Specialist (Professional)	<i>Specialist (Professional)</i>
11-049	Certification level		
11-050	Minimum hourly wage		
11-051	Maximum hourly wage		
11-052	Job Title - Library Assistant	Library Assistant	<i>Library Assistant</i>
11-053	Certification level	None required	<i>None required</i>
11-054	Minimum hourly wage	\$9.25	<i>\$9.25</i>
11-055	Maximum hourly wage	\$17.00	<i>\$18.00</i>
11-056	Job Title - Bookkeeper or Treasurer	Bookkeeper or Treasurer	<i>Bookkeeper or Treasurer</i>
11-057	Certification level	None required	<i>None required</i>
11-058	Minimum hourly wage	\$9.25	<i>\$9.25</i>
11-059	Maximum hourly wage	\$17.00	<i>\$18.00</i>
11-060	Job Title - Library Technician (including computer)	Library Technician	<i>Library Technician</i>
11-	Certification level		

061			
11-062	Minimum hourly wage		
11-063	Maximum hourly wage		
11-064	Job Title - Clerk, Clerical or Aide	Clerical or Aide	<i>Clerical or Aide</i>
11-065	Certification level	None required	<i>None required</i>
11-066	Minimum hourly wage	\$8.75	<i>\$8.75</i>
11-067	Maximum hourly wage	\$15.75	<i>\$16.35</i>
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	Maintenance, Custodian	<i>Maintenance, Custodian</i>
11-069	Certification level	None required	<i>None required</i>
11-070	Minimum hourly wage	\$7.25	<i>\$8.50</i>
11-071	Maximum hourly wage	\$10.00	<i>\$10.55</i>
11-072	Job Title - Page, Intern or Student Assistant	Page, Intern or Student Assistant	<i>Page, Intern or Student Assistant</i>
11-073	Certification level	None required	<i>None required</i>
11-074	Minimum hourly wage	\$7.25	<i>\$7.25</i>
11-075	Maximum hourly wage	\$10.25	<i>\$10.80</i>
11-076	Job Title - Temporary Substitute	Temporary Substitute	<i>Temporary Substitute</i>
11-077	Certification level		
11-078	Minimum hourly wage		
11-079	Maximum hourly wage		
11-080	Job Title - Interlibrary Loan	Interlibrary Loan	<i>Interlibrary Loan</i>
11-081	Certification level		
11-082	Minimum hourly wage		
11-107	Maximum hourly wage		
11-084	Job Title - Human Resources	Human Resources	<i>Human Resources</i>
11-085	Certification level		
11-	Minimum hourly wage		

086

11- Maximum hourly wage

087

11- Job Title - Marketing

088

Marketing

*Marketing*

11- Certification level

089

11- Minimum hourly wage

090

11- Maximum hourly wage

091

11- Job Title - Circulation Librarian

092

Circulation Librarian

*Circulation Librarian*

11- Certification level

093

11- Minimum hourly wage

094

11- Maximum hourly wage

095

11- Job Title - Other

096

11- Specify other job title

097

11- Certification level

098

11- Minimum hourly wage

099

11- Maximum hourly wage

100

11- Job Title - Other

101

11- Specify other job title

102

11- Certification level

103

11- Minimum hourly wage

104

11- Maximum hourly wage

105

11- Job Title - Other

106

11- Specify other job title

107

11- Certification level

108

11- Minimum hourly wage

109

11- Maximum hourly wage

110

11- Job Title - Other



111  
11- Specify other job title  
112  
11- Certification level  
113  
11- Minimum hourly wage  
114  
11- Maximum hourly wage  
115

Employee Fringe Benefit Information - Full-time Employees

11- PERF 501	Yes	<i>Yes</i>
11- Deferred compensation 502	No	<i>No</i>
11- Health insurance 503	Yes	<i>No</i>
11- Health Savings Account (HSA) 504	No	<i>No</i>
11- Dental insurance 505	Yes	<i>No</i>
11- Life insurance 506	No	<i>No</i>
11- Vision insurance 507	Yes	<i>No</i>
11- Disability insurance 508	No	<i>No</i>
11- Paid time off for continuing education 509	Yes	<i>Yes</i>
11- Reimbursement for continuing education 510	Yes	<i>Yes</i>
11- Other1 (specify) 511		
11- Other2 (specify) 512		

Employee Fringe Benefit Information - Part-time Employees

11- PERF 513	No	<i>No</i>
11- Deferred compensation 514	No	<i>No</i>
11- Health insurance 515	No	<i>No</i>
11- Health Savings Account (HSA) 516	No	<i>No</i>
11- Dental insurance 517	No	<i>No</i>
11- Life insurance 518	No	<i>No</i>
11- Vision insurance 519	No	<i>No</i>
11- Disability insurance 520	No	<i>No</i>

11- 521	Paid time off for continuing education	Yes	<i>Yes</i>
11- 522	Reimbursement for continuing education	Yes	<i>Yes</i>
11- 523	Other1 (specify)		
11- 524	Other2 (specify)		

Paid Time Off Per Year - Full-time Librarian

11- 525	Number of vacation days	10-20	<i>10-20</i>
11- 526	Number of sick days	12	<i>12</i>
11- 527	Number of personal days	0	<i>0</i>
11- 528	Number of holidays	9	<i>8</i>
11- 529	Number of funeral/bereavement days	2-5	<i>2-5</i>
11- 530	Number of other days (specify) OR all-purpose PTO	0	<i>0</i>

Paid Time Off Per Year - Part-Time Librarian

11- 531	Number of vacation days	10-20	<i>10-20</i>
11- 532	Number of sick days	0	<i>0</i>
11- 533	Number of personal days	0	<i>0</i>
11- 534	Number of holidays	9	<i>8</i>
11- 535	Number of funeral/bereavement days	2-5	<i>2-5</i>
11- 536	Number of other days	0	<i>0</i>

Paid Time Off Per Year - Full-Time Support Staff

11- 537	Number of vacation days	10-20	<i>10-20</i>
11- 538	Number of sick days	0	<i>0</i>
11- 539	Number of personal days	0	<i>0</i>
11- 540	Number of holidays	9	<i>8</i>
11- 541	Number of funeral/bereavement days	2-5	<i>2-5</i>
11- 542	Number of other days	0	<i>0</i>

Paid Time Off Per Year - Part-Time Support Staff

11- 543	Number of vacation days	10-20	<i>10-20</i>
11-	Number of sick days	0	<i>0</i>

544			
11- 545	Number of personal days	0	0
11- 546	Number of holidays	9	8
11- 547	Number of funeral/bereavement days	2-5	2-5
11- 548	Number of other days	0	0

## 12 - PLAC Loans

### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Report the number of PLAC loans your library made to a home patron of the following libraries.

DO NOT report any loans made to your own library. You may SKIP any libraries with no loans; you do not need to enter "0" if no loans were made.

12- 001	Did your library make any PLAC loans?	N	N
12- 002	Adams Public Library System	0	0
12- 003	Akron Carnegie Public Library	0	0
12- 004	Alexandria-Monroe Public Library	0	0
12- 005	Alexandrian Public Library	0	0
12- 006	Allen County Public Library	0	0
12- 007	Anderson Public Library	0	0
12- 008	Andrews-Dallas Township Public Library	0	0
12- 009	Argos Public Library	0	0
12- 010	Attica Public Library	0	0
12- 011	Aurora Public Library District	0	0
12- 012	Avon-Washington Township Public Library	0	0
12- 013	Bartholomew County Public Library	0	0
12- 014	Barton Rees Pogue Memorial Public Library	0	0
12- 015	Batesville Memorial Public Library	0	0
12- 016	Bedford Public Library	0	0

12-017	Bell Memorial Public Library	0	0
12-018	Benton County Public Library	0	0
12-019	Berne Public Library	0	0
12-020	Bicknell-Vigo Township Public Library	0	0
12-021	Bloomfield-Eastern Greene County Public Library	0	0
12-022	Boonville-Warrick County Public Library	0	0
12-023	Boswell-Grant Township Public Library	0	0
12-024	Bourbon Public Library	0	0
12-025	Brazil Public Library	0	0
12-026	Bremen Public Library	0	0
12-027	Bristol-Washington Township Public Library	0	0
12-028	Brook-Iroquois-Washington Township Public Library	0	0
12-029	Brookston-Prairie Township Public Library	0	0
12-030	Brown County Public Library	0	0
12-031	Brownsburg Public Library	0	0
12-032	Brownstown Public Library	0	0
12-033	Butler Public Library	0	0
12-034	Cambridge City Public Library	0	0
12-035	Camden-Jackson Township Public Library	0	0
12-036	Carmel Clay Public Library	0	0
12-037	Carnegie Public Library Of Steuben County	0	0
12-038	Centerville-Center Township Public Library	0	0
12-039	Charlestown Clark County Public Library	0	0
12-040	Churubusco Public Library	0	0
12-041	Clayton-Liberty Township Public Library	0	0
12-	Clinton Public Library	0	0

042			
12-043	Coatesville-Clay Township Public Library	0	0
12-044	Colfax-Perry Township Public Library	0	0
12-045	Converse-Jackson Township Public Library	0	0
12-046	Covington-Veedersburg Public Library	0	0
12-047	Crawford County Public Library	0	0
12-048	Crawfordsville District Public Library	0	0
12-049	Crown Point Community Public Library	0	0
12-050	Culver-Union Township Public Library	0	0
12-051	Danville-Center Township Public Library	0	0
12-052	Darlington Public Library	0	0
12-053	Delphi Public Library	0	0
12-054	Dublin Public Library	0	0
12-055	Dunkirk Public Library	0	0
12-056	Earl Park Public Library	0	0
12-057	East Chicago Public Library	0	0
12-058	Eckhart Public Library	0	0
12-059	Edinburgh Wright-Hageman Public Library	0	0
12-060	Elkhart Public Library	0	0
12-061	Evansville-Vanderburgh Public Library	0	0
12-062	Fairmount Public Library	0	0
12-063	Farmland Public Library	0	0
12-064	Fayette County Public Library	0	0
12-065	Flora-Monroe Township Public Library	0	0
12-066	Fort Branch-Johnson Township Public Library	0	0
12-067	Fortville-Vernon Township Public Library	0	0

12-068	Francesville-Salem Township Public Library	0	0
12-069	Frankfort Community-Clinton County Contractual Public Library	0	0
12-070	Franklin County Public Library District	0	0
12-071	Fremont Public Library	0	0
12-072	Fulton County Public Library	0	0
12-073	Garrett Public Library	0	0
12-074	Gary Public Library	0	0
12-075	Gas City-Mill Township Public Library	0	0
12-076	Goodland & Grant Township Public Library	0	0
12-077	Goshen Public Library	0	0
12-078	Greensburg-Decatur County Contractual Public Library	0	0
12-079	Greentown & Eastern Howard School Public Library	0	0
12-080	Greenwood Public Library	0	0
12-081	Hagerstown-Jefferson Township Public Library	0	0
12-082	Hamilton East Public Library	0	0
12-083	Hamilton North Public Library	0	0
12-084	Hammond Public Library	0	0
12-085	Hancock County Public Library	0	0
12-086	Harrison County Public Library	0	0
12-087	Hartford City Public Library	0	0
12-088	Henry Henley Public Library IN0165	0	0
12-089	Huntingburg Public Library	0	0
12-090	Huntington City-Township Public Library	0	0
12-091	Hussey-Mayfield Memorial Public Library	0	0
12-092	Indianapolis-Marion County Public Library	0	0
12-	Jackson County Public Library	0	0

093			
12-094	Jasonville Public Library	0	0
12-095	Jasper County Public Library	0	0
12-096	Jasper-Dubois County Contractual Public Library	0	0
12-097	Jay County Public Library	0	0
12-098	Jefferson County Public Library	0	0
12-099	Jeffersonville Township Public Library	0	0
12-100	Jennings County Public Library	0	0
12-101	Johnson County Public Library	0	0
12-102	Jonesboro Public Library	0	0
12-103	Joyce Public Library	0	0
12-104	Kendallville Public Library	0	0
12-105	Kentland-Jefferson Township Public Library	0	0
12-106	Kewanna-Union Township Public Library	0	0
12-107	Kingman-Millcreek Public Library	0	0
12-108	Kirklin Public Library	0	0
12-109	Knightstown Public Library	0	0
12-110	Knox County Public Library	0	0
12-111	Kokomo-Howard County Public Library	0	0
12-112	La Crosse Public Library	0	0
12-113	La Grange County Public Library	0	0
12-114	La Porte County Public Library	0	0
12-115	Ladoga-Clark Township Public Library	0	0
12-116	Lake County Public Library	0	0
12-117	Lawrenceburg Public Library	0	0
12-118	Lebanon Public Library	0	0

12- 119	Ligonier Public Library	0	0
12- 120	Lincoln Heritage Public Library	0	0
12- 121	Linden Carnegie Public Library	0	0
12- 122	Linton Public Library	0	0
12- 123	Logansport-Cass County Public Library	0	0
12- 124	Loogootee Public Library	0	0
12- 125	Lowell Public Library	0	0
12- 126	Marion Public Library	0	0
12- 127	Matthews Public Library	0	0
12- 128	Melton Public Library	0	0
12- 129	Michigan City Public Library	0	0
12- 130	Middlebury Community Public Library	0	0
12- 131	Middletown Fall Creek Township Public Library	0	0
12- 132	Milford Public Library	0	0
12- 133	Mishawaka-Penn-Harris Public Library	0	0
12- 134	Mitchell Community Public Library	0	0
12- 135	Monon Town & Township Public Library	0	0
12- 136	Monroe County Public Library	0	0
12- 137	Monterey-Tippecanoe Township Public Library	0	0
12- 138	Montezuma Public Library	0	0
12- 139	Monticello-Union Township Public Library	0	0
12- 140	Montpelier-Harrison Township Public Library	0	0
12- 141	Mooreville Public Library	0	0
12- 142	Morgan County Public Library	0	0
12- 143	Morrisson Reeves Library	0	0
12-	Muncie-Center Township Public Library	0	0



144			
12- 145	Nappanee Public Library	0	0
12- 146	New Albany-Floyd County Public Library	0	0
12- 147	New Carlisle & Olive Township Public Library	0	0
12- 148	New Castle-Henry County Public Library	0	0
12- 149	New Harmony Workingmen's Institute	0	0
12- 150	Newburgh Chandler Public Library	0	0
12- 151	Newton County Public Library	0	0
12- 152	Noble County Public Library	0	0
12- 153	North Judson-Wayne Township Public Library	0	0
12- 154	North Madison County Public Library System	0	0
12- 155	North Manchester Public Library	0	0
12- 156	North Webster Community Public Library	0	0
12- 157	Oakland City-Columbia Township Public Library	0	0
12- 158	Odon Winkelpleck Public Library	0	0
12- 159	Ohio County Public Library	0	0
12- 160	Orleans Town & Township Public Library	0	0
12- 161	Osgood Public Library	0	0
12- 162	Otterbein Public Library	0	0
12- 163	Owen County Public Library	0	0
12- 164	Owensville Carnegie Public Library	0	0
12- 165	Oxford Public Library	0	0
12- 166	Paoli Public Library	0	0
12- 167	Parke County Public Library	0	0
12- 168	Peabody Public Library	0	0
12- 169	Pendleton Community Public Library	0	0

12- 170	Penn Township Public Library	0	0
12- 171	Perry County Public Library	0	0
12- 172	Peru Public Library	0	0
12- 173	Pierceton & Washington Township Public Library	0	0
12- 174	Pike County Public Library	0	0
12- 175	Plainfield-Guilford Township Public Library	0	0
12- 176	Plymouth Public Library	0	0
12- 177	Porter County Public Library System	0	0
12- 178	Poseyville Carnegie Public Library	0	0
12- 179	Princeton Public Library	0	0
12- 180	Pulaski County Public Library	0	0
12- 181	Putnam County Public Library	0	0
12- 182	Remington-Carpenter Township Public Library	0	0
12- 183	Ridgeville Public Library	0	0
12- 184	Roachdale-Franklin Township Public Library	0	0
12- 185	Roann Paw-Paw Township Public Library	0	0
12- 186	Roanoke Public Library	0	0
12- 187	Royal Center-Boone Township Public Library	0	0
12- 188	Rushville Public Library	0	0
12- 189	Salem-Washington Township Public Library	0	0
12- 190	Scott County Public Library	0	0
12- 191	Shelby County Public Library	0	0
12- 192	Sheridan Public Library	0	0
12- 193	Shoals Public Library	0	0
12- 194	South Whitley-Cleveland Township Public Library	0	0
12-	Speedway Public Library	0	0

195			
12-196	Spencer County Public Library	0	0
12-197	Spiceland Town-Township Public Library	0	0
12-198	St. Joseph County Public Library	0	0
12-199	Starke County Public Library System	0	0
12-200	Sullivan County Public Library	0	0
12-201	Swayzee Public Library	0	0
12-202	Switzerland County Public Library	0	0
12-203	Syracuse-Turkey Creek Township Public Library	0	0
12-204	Thorntown Public Library	0	0
12-205	Tippecanoe County Public Library	0	0
12-206	Tipton County Public Library	0	0
12-207	Tyson Library Association, Inc	0	0
12-208	Union City Public Library	0	0
12-209	Union County Public Library	0	0
12-210	Van Buren Public Library	0	0
12-211	Vermillion County Public Library	0	0
12-212	Vigo County Public Library	0	0
12-213	Wabash Carnegie Public Library	0	0
12-214	Wakarusa-Olive & Harrison Township Public Library	0	0
12-215	Walkerton-Lincoln Township Public Library	0	0
12-216	Walton & Tipton Township Public Library	0	0
12-217	Wanatah Public Library	0	0
12-218	Warren Public Library	0	0
12-219	Warsaw Community Public Library	0	0
12-220	Washington Carnegie Public Library	0	0

12- 221	Washington Township Public Library	0	0
12- 222	Waterloo-Grant Township Public Library	0	0
12- 223	Waveland-Brown Township Public Library	0	0
12- 224	Wells County Public Library	0	0
12- 225	West Lafayette Public Library	0	0
12- 226	West Lebanon-Pike Township Public Library	0	0
12- 227	Westchester Public Library	0	0
12- 228	Westfield-Washington Public Library	0	0
12- 229	Westville-New Durham Township Public Library	0	0
12- 230	Whiting Public Library	0	0
12- 231	Willard Library of Evansville	0	0
12- 232	Williamsport-Washington Township Public Library	0	0
12- 233	Winchester Community Public Library	0	0
12- 234	Wolcott Community Public Library	0	0
12- 235	Worthington Jefferson Township Public Library	0	0
12- 236	York Township Public Library	0	0
12- 237	Yorktown Public Library	0	0
12- 238	<b>TOTAL PLAC Loans</b>	0	0

### 13 - Compliance with Standards for Public Libraries

The following questions refer to the library's compliance with the Indiana Public Library Standards (560 IAC 6).

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "Yes", "No", or "N/A" if applicable.

Do not skip any questions.

13- 001	<b>Does your library comply with Public Library Law under IC 36-12?</b>	Yes	Yes
13- 002	<b>If the answer to 13-001 is NO, explain:</b>		

13-003	<b>Does your library comply with other Indiana laws that affect municipal corporations?</b>	Yes	<i>Yes</i>
13-004	<b>If the answer to 13-003 is NO, explain:</b>		
13-005	<b>Does your library comply with all federal laws affecting employment practice?</b>	Yes	<i>Yes</i>
13-006	<b>If the answer to 13-005 is NO, explain:</b>		
13-007	<b>Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?</b>	Yes	<i>Yes</i>
13-008	<b>If the answer to 13-007 is NO, explain:</b>		
13-009	<b>Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?</b>	Yes	<i>Yes</i>
13-010	<b>If the answer to 13-009 is NO, explain:</b>		
13-011	Do the library board and the director maintain separate functions?	Yes	<i>Yes</i>
13-012	<b>Is the board responsible for governance and policy?</b>	Yes	<i>Yes</i>
13-013	<b>Is the director responsible for administration, operation and management of the library?</b>	Yes	<i>Yes</i>
13-014	<b>Does the director work full-time?</b>	Yes	<i>Yes</i>
13-015	Does the director have the required certification under 590 IAC 5? (If unsure, check at <a href="https://mylicense.in.gov/EVerification/Search.aspx">https://mylicense.in.gov/EVerification/Search.aspx</a> )	Yes	<i>Yes</i>

With the advice and recommendations of the library director, has the library board adopted the following plans and policies?

13-016	A schedule of classification of employees	Yes	<i>Yes</i>
13-017	An annual schedule of salaries	Yes	<i>Yes</i>
13-018	A proposed library budget	Yes	<i>Yes</i>

Personnel Policies

Has the library board adopted written personnel policies and procedures dealing with:

13-019	Recruitment?	Yes	<i>Yes</i>
13-020	Selection?	Yes	<i>Yes</i>
13-021	Appointments?	Yes	<i>Yes</i>
13-022	Personnel actions?	Yes	<i>Yes</i>
13-023	Salary administration?	Yes	<i>Yes</i>

13-024	Employee benefits?	Yes	Yes
13-025	Conditions of work?	Yes	Yes
13-026	Leaves?	Yes	Yes
13-027	Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?	Yes	Yes
13-028	Does the library have current, written bylaws that state its purpose and its operational procedures?	Yes	Yes
13-029	Do the library bylaws specifically state rules governing conflicts of interest issues?	Yes	Yes
13-030	Do the library bylaws specifically state rules governing nepotism?	Yes	Yes
13-031	Have the bylaws been reviewed by the board in the last three (3) years?	Yes	Yes
13-032	Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board, been submitted to the Indiana State Library?	Yes	Yes
13-033	Does your library have a written collection development plan?	Yes	Yes
13-034	Does your library have a written circulation policy detailing the principles of access for all library materials and service?	Yes	Yes
13-035	Does your library provide support for continuing education for staff and trustees?	Yes	Yes
<u>Long-Range Plan</u>			
13-036	Does the library have a written long-range plan of service?	Yes	Yes
13-037	What year did your current long-range plan begin?	2022	2019
13-038	What year does your current long-range plan end?	2024	2021
13-039	Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan?	Yes	Yes
13-040	Have copies of the plan, plus all updates and revisions, been filed with the Indiana State Library?	Yes	Yes
13-041	Does your long-range plan include a statement of community needs and goals?	Yes	Yes
13-042	Does your long-range plan include measurable objectives and service in response to the community's needs and goals?	Yes	Yes
13-043	Does your long-range plan include an assessment of facilities, services, technology, and operations?	Yes	Yes
13-044	Does your long-range plan include an ongoing evaluation process?	Yes	Yes
13-045	Does your long-range plan include a plan for financial resources and sustainability?	Yes	Yes

13-046	Does your long-range plan include an equipment replacement schedule?	Yes	Yes
13-047	Does your long-range plan include a professional development strategy?	Yes	Yes
13-048	Does your long-range plan include a statement of collaboration with other public libraries?	Yes	Yes
13-049	Does your long-range plan include a statement of collaboration with other community partners?	Yes	Yes

#### Resource Sharing

13-050	Does your library provide interlibrary loan free of charge <i>to other libraries</i> within Indiana?	Yes	Yes
	Answer YES if your policy is to lend, even if no loans were requested.		
13-051	Does your library provide interlibrary loan free of charge <i>to your users</i> ?	Yes	Yes
	Answer YES if your policy is to lend, even if no loans were requested.		
13-052	Does your library lend materials via a statewide reciprocal borrowing program?	Yes	Yes
13-053	Does your library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?	No	No
13-054	If the answer to 13-053 is YES, please list libraries with which you have reciprocal borrowing agreements.		
13-055	Does your library lend materials using the OCLC resource sharing system?	No	No
13-056	Is your library a member of Evergreen Indiana?	Yes	Yes
13-057	How many days per week does your library receive InfoExpress courier service?	2	2
	Does the library provide adult services, including:		
13-058	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-059	A collection of materials for adults?	Yes	Yes
13-060	A space designated for adults in each fixed location?	Yes	Yes
	Does the library provide young adult services, including:		
13-061	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-062	A collection of materials for young adults?	Yes	Yes
13-063	A space designated for young adults in each fixed location?	Yes	Yes
	Does the library provide children's services, including:		
13-064	Reference services, including knowledge of and access to reference materials, including INSPIRE?	Yes	Yes
13-065	A collection of materials for children?	Yes	Yes

13-066	A space designated for children in each fixed location?	Yes	Yes
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#### Public Access

13-067	Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, braille books, audio books, and/or enhanced media?	Yes	Yes
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13-068	Does the library provide computers for the free use of all persons, regardless of residency?	Yes	Yes
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13-069	Does your library provide a means for the public to print and make copies at each location?	Yes	Yes
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#### Website

Does your library's website include:

13-070	Current hours of operation?	Yes	Yes
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13-071	A physical address (or addresses) for your library?	Yes	Yes
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13-072	A map for each fixed location?	Yes	Yes
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13-073	A telephone number?	Yes	Yes
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13-074	An email address or other means of electronic contact?	Yes	Yes
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13-075	A link to INSPIRE.in.gov?	Yes	Yes
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13-076	Publicly posted policies, including, but not limited to, circulation, fees, and internet use?	Yes	Yes
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13-077	A link to the library's online public access catalog?	Yes	Yes
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13-078	A calendar or schedule of events and programs, updated at least monthly, including the dates for the library board meetings?	Yes	Yes
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### **14 - Statement of Intent to Comply with Standards**

14-001	Please explain any NO answers given in Part 13.		
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### **15 - Supplemental Questions**

#### COVID-19 Pandemic's Effect on Library Services

15-001	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	Yes	Yes
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15-002	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes	Yes
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15-003	Did the library allow users to complete registration for library cards online without having to come to the library <b>during</b> the Coronavirus (COVID-19) pandemic?	Yes	No
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15-004	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public <b>during</b> the Coronavirus (COVID-19) pandemic?	Yes	<i>Yes</i>
15-005	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	<i>Yes</i>
15-006	Did the library intentionally add Wi-Fi Internet access to users outside the building at one or more outlets <b>during</b> the Coronavirus (COVID-19) pandemic?	No	<i>No</i>
15-007	Did the library <b>increase</b> access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes	<i>No</i>
15-008	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No	<i>No</i>
15-009	Did the library offer "Take and Make" activities in 2021?	Yes	<i>Yes</i>
15-009a	Number of "Take and Make" activities distributed (optional)	66	77

Library Consultants

If you have used the services of a professional consultant or architect in the last three years (2018-2021), please provide their information here. Click "Add Group" to enter additional consultants.

15-010	Consultant or Company Name	Mohler Architects, P.C.
15-011	Type of consulting service performed	Building
15-012	Street Address	
15-013	City	Lafayette
15-014	State	Indiana
15-015	Zip	
15-016	Phone	(765) 742-0252
15-017	Website	<a href="https://hlmohler.com/">https://hlmohler.com/</a>
15-018	What's something your library did in the past year that you're proud of?	We added Internet hotspots as well as were awarded an LSTA grant to expand ESL learning and digital literacy programs. Our children's library staff took on virtual programs and readings for all ages, and

saw some great success  
with the numbers of  
patrons watching.

## **CERTIFICATION**

Click [here](#) to print a copy of the Signature Page. This needs to be signed by both the director and board president and returned via email or mail to the Indiana State Library Development Office. This is also due by March 1, 2022.