

**Monon Town and Township Public Library
Board of Trustees
Meeting Agenda // February 13, 2023, 4PM EST**

1. Call to Order
2. Approval of January 9, 2023 Board Meeting & Board of Finance Minutes
3. Claims/Payroll for January 2023/Treasurer's Report
4. Librarian's Report

5. Personnel Report
 - a. None

6. Old Business
 - a. None

7. New Business
 - a. Annual Reports
 - b. Alliance Bank CDs
 - c. Light conversion/electrical work
 - d. Internal Controls Policy Update & Certification

8. Adjournment

The next meeting is Monday, March 13, 2023 at 4PM.

**Monon Town and Township Public Library Board of Trustees Meeting
Monday, January 9, 2023, 4PM**

Present: Austin Stroud, Julie Hart, Stanley Minnick, Clark Raver, Jennifer Annis, Rosemary Cooley (arrived at 4:07)

Absent: Desi Kyle, Lexi Reagan

Call to Order: Called to order by Clark Raver at 4:07PM.

Minutes - Rosemary Cooley made a motion to approve the December 12 meeting minutes and Julie Hart seconded. All were in favor, and the motion passed.

Finances/Treasurer's Report - Austin reported some necessary transfers to bring funds back to zero that the board needs to approve: \$1,427.56 from Salary of Librarian to Salary of Assistants. \$1,411.28 from Salary of Librarian to Employee Benefits. \$3,605.94 from Salary of Custodian to Employee Benefits. \$5,000 from Operating/Transfer to LIRF to LIRF. Jennifer Annis made the motion to approve the transfers, accept the financial reports, and sign the claims register. Rosemary Cooley seconded the motion. All were in favor. The motion passed. .

Librarian's report - We're still waiting on the shed, but it is expected to arrive the week of January 16.

Austin has reached out to a few area electric companies to again gather information about converting to LED lights. We had one look at it last year, and never heard back. We also need someone to regularly fix burnt out lights and ballasts in the library. He hopes to have quote information for the February board meeting.

At least for now, we ended the ESL classes at the end of 2022. While it's been regularly attended by a couple of patrons, the prep work for it for Marissa has been a lot. To offer this again in the near future, we may want to consider paying someone to come in and lead it. Austin was thinking something like \$50/class or \$100/month for twice/month. Our renewal for Pronunciator is also coming up, and Austin plans to renew so we still offer something for this at least. The Board would like Austin to contact the county literacy group to see if anyone would be interested in doing the class for a small fee monthly.

You will see quote information for fixing the automatic doors at the library later on the agenda. Although expensive, Austin is recommending that we move forward with this and pay this out of LIRF for repairs and maintenance.

Austin is exploring the idea of a time clock again for staff. We talked about this about two years ago, but we really need something that tracks time better for employees. The timesheets we have now are an improvement over what we used to do, but still not adequate. The AVC one that integrates with our bookkeeping software is about \$900/year which we passed on before. Barbara and I have been looking at some other options. The free options don't seem to be what we need, so we're also considering physical time clocks that we can buy from Amazon or similar. Rosemary Cooley made a motion to try AVC's time clock for a year, and Julie Hart seconded. All present were in favor, and the motion passed.

We renewed the service for our 15 hotspots another year - \$1800 (will be paid on the next credit card bill). The board would like Austin to monitor the usage in case we get to a point where we need to add more hotspots.

Barbara's programming will begin again on January 19.

Personnel Report -

None.

Old Business -

None.

New Business -

2023 Board Officers - Jennifer Annis made a motion to approve the following:

President: Clark Raver

Vice President: Julie Hart

Secretary: Rosemary Cooley

Treasurer: Jennifer Annis

Stanley Minnick will be the backup secretary when Rosemary Cooley is absent.

Stanley Minnick seconded the motion, and all present were in favor. The motion passed.

Julie Hart made a motion to keep the regular board meetings at 4PM on the 2nd Monday of each month, and Jennifer Annis seconded. All present were in favor, and the motion passed.

Austin shared the 2023 board by-laws. The board asked Austin to change the time in the by-laws to 4PM, as well as note that the director takes the minutes and not the secretary. The board approved this via their signatures.

Austin shared the quote to repair the automatic doors. He is in favor of moving forward with this and paying for it out of LIRF/repairs and maintenance. Rosemary Cooley made a motion to approve these repairs once we are sure the water leaking issues have passed, and Stanley Minnick seconded. All present were in favor, and the motion passed.

Julie Hart made a motion to adjourn the meeting at 4:51PM and Stan Minnick seconded. All present were in favor, and the motion passed. The next meeting: Monday, February 13, at 4PM.

Clark Raver, President

Rosemary Cooley, Secretary

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

Monday, January 9, 2023, immediately following the 4:00 regular meeting

Present: Jennifer Annis, Julie Hart, Clark Raver, Austin Stroud, Stanley Minnick,
Rosemary Cooley

Absent: Desi Kyle, Lexi Reagan

Call to Order: Called to order by Clark Raver at 4:52pm.

Officers: Stanley Minnick made a motion to keep officers the same as the regular board and Julie Hart 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 2022. These financial reports were closed during the regular meeting prior.

Transfers - A transfer to LIRF of \$5k that was included in the 2022 budget was approved as part of the motion to accept the finances and investments. Other transfers within operating were made to bring each fund back to zero, and out of the negative. An excess of \$80,000 (\$40,000 each) will be moved to the Rainy Day and LIRF funds. This was approved via resolution, and Jennifer Annis made a motion and Rosemary Cooley seconded. All present were in favor, and the motion passed.

Approval to close 2022 budget - Rosemary Cooley made the motion to close the 2022 budget. Julie Hart seconded the motion. All were in favor. The motion passed.

Adjournment - Rosemary Cooley made a motion to adjourn the meeting at 4:55PM, and Stanley Minnick seconded. All present were in favor, and the motion passed.

The next regular meeting: Monday, February 9, at 4PM.

Clark Raver, President

Rosemary Cooley, Secretary

Register Of Claims
Monon Town & Township Public Library

Report Date: From 1/1/23 To 1/31/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	4	Payroll	Operating	Salary of Librarian	\$2,088.65	1/15/23	PAYROLL
			Operating	Salary of Assistants	\$4,853.15		
				Total this claim	<u>\$6,941.80</u>		
0	3	PERF	Operating	Employee Benefits	\$827.26	1/15/23	PERF Deposit
			PERF	Payroll Withholding	\$0.00		
				Total this claim	<u>\$827.26</u>		
0	2	Monon Public Library	Operating	Interfund Transfers	\$40,000.00	1/10/23	End of year Excess Operating Fund CHK 0926 to LIRF CHK3556
				Total this claim	<u>\$40,000.00</u>		
0	1	Monon Public Library	Operating	Interfund Transfers	\$40,000.00	1/10/23	End of Year Excess Operating Funds CHK0926 to Rainy Day CHK3548
				Total this claim	<u>\$40,000.00</u>		
0	32	Alliance Bank	Operating	Other Services and Charges	\$12.40	1/31/23	Direct Deposit Charge
				Total this claim	<u>\$12.40</u>		
0	31	Monon Public Library	CARES Grant Fund	Interfund Transfers	\$2,000.00	1/31/23	Cares Grant Fund was spent in 2021. Funds for Cares Grant were received in 2022.. Funds were not appropriated correctly.
				Total this claim	<u>\$2,000.00</u>		
0	30	Indiana Dept. of Revenue	STATE COUNTY	Payroll Withholding	\$477.82	1/31/23	State and County Tax Deposit
				Payroll Withholding	\$300.95		
				Total this claim	<u>\$778.77</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	29	Internal Revenue Service	Operating	Employee Benefits	\$890.86	1/31/23	Federal Tax Deposit
			Operating	Employee Benefits	\$208.34		
			FEDERAL	Payroll Withholding	\$1,088.09		
			FICA	Payroll Withholding	\$890.86		
			MEDICARE	Payroll Withholding	\$208.34		
				Total this claim	\$3,286.49		
0	28	Payroll	Operating	Salary of Librarian	\$2,088.65	1/31/23	PAYROLL
			Operating	Salary of Assistants	\$5,337.99		
				Total this claim	\$7,426.64		
0	27	PERF	Operating	Employee Benefits	\$881.82	1/31/23	PERF Deposit
			PERF	Payroll Withholding	\$0.00		
				Total this claim	\$881.82		
23532	5	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$2,937.68	1/15/23	
				Total this claim	\$2,937.68		
23533	6	AVC Technology Corporation	Operating	Other Services and Charges	\$2,016.00	1/15/23	Payroll & Accounting Support
			Operating	Other Services and Charges	\$480.00		
				Total this claim	\$2,496.00		
23534	7	Baker & Taylor	Operating	Books	\$309.27	1/15/23	
				Total this claim	\$309.27		
23535	8	Cardinal Office Products	Operating	Other Services and Charges	\$134.63	1/15/23	Copier Contract
				Total this claim	\$134.63		
23536	9	CENGAGE Learning/ Gale	Operating	Books	\$152.75	1/15/23	
				Total this claim	\$152.75		
23537	10	ENA Services LLC	Operating	Communication and Transportati	\$253.08	1/15/23	
				Total this claim	\$253.08		
23538	11	Laura E. Burcham	Operating	Salary of Custodian	\$160.00	1/15/23	Jan 1 - 15, 2023
				Total this claim	\$160.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
23539	12	Midwest Tape, LLC	Operating	Nonprint Materials	\$52.48	1/15/23	
				Total this claim	<u>\$52.48</u>		
23540	13	Monon Telephone Co.	Operating	Communication and Transportati	\$173.93	1/15/23	
				Total this claim	<u>\$173.93</u>		
23541	14	pronunciator	Operating	Other Services and Charges	\$495.00	1/15/23	2023-2024
				Total this claim	<u>\$495.00</u>		
23542	15	Monon Utilities	Operating	Utility Services	\$71.56	1/15/23	
				Total this claim	<u>\$71.56</u>		
23543	16	NIPSCO	Operating	Utility Services	\$1,671.64	1/15/23	
				Total this claim	<u>\$1,671.64</u>		
23544	17	TK Elevator Corporation	Operating	Repairs and Maintenance	\$2,918.95	1/15/23	
				Total this claim	<u>\$2,918.95</u>		
23545	18	U. S. Postal Service	Operating	Communication and Transportati	\$63.00	1/15/23	stamps
				Total this claim	<u>\$63.00</u>		
23546	19	Demco	Operating	Library Supplies	\$106.40	1/31/23	
				Total this claim	<u>\$106.40</u>		
23547	20	Baker & Taylor	Operating	Books	\$369.18	1/31/23	
				Total this claim	<u>\$369.18</u>		
23548	21	CENGAGE Learning/ Gale	Operating	Books	\$30.39	1/31/23	
				Total this claim	<u>\$30.39</u>		
23549	22	Hoosier Media Group	Operating	Communication and Transportati	\$42.00	1/31/23	1 year subscription
				Total this claim	<u>\$42.00</u>		
23550	23	Evergreen Indiana-ISL Foundati	Operating	Other Services and Charges	\$351.54	1/31/23	license
				Total this claim	<u>\$351.54</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
23551	24	Laura E. Burcham	Operating	Salary of Custodian	\$160.00	1/31/23	Jan 16-31
				Total this claim	\$160.00		
23552	25	Quill Corporation	Operating	Library Supplies	\$264.96	1/31/23	
				Total this claim	\$264.96		
23553	26	VISA	Operating	Library Supplies	\$229.07	1/31/23	
			Operating	Other Services and Charges	\$1,800.00		
				Total this claim	\$2,029.07		
				Total Amount of Claims	\$117,398.69		

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, February 1, 2023

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 13th day of February, 2023.

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 1/1/23 To 1/31/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
1. Personal Services							
1.01 Salary of Librarian	\$52,000.00	\$0.00	\$52,000.00	\$4,177.30	\$4,177.30	\$47,822.70	92.0
1.02 Salary of Assistants	\$115,000.00	\$0.00	\$115,000.00	\$10,191.14	\$10,191.14	\$104,808.86	91.1
1.03 Salary of Custodian	\$7,500.00	\$0.00	\$7,500.00	\$320.00	\$320.00	\$7,180.00	95.7
1.04 Employee Benefits	\$64,000.00	\$0.00	\$64,000.00	\$5,745.96	\$5,745.96	\$58,254.04	91.0
Subtotal	\$238,500.00		\$238,500.00	\$20,434.40	\$20,434.40	\$218,065.60	91.4
2. Supplies							
2.02 Cleaning and Sanitation Supplies	\$2,750.00	\$0.00	\$2,750.00	\$0.00	\$0.00	\$2,750.00	100.0
2.04 Library Supplies	\$6,250.00	\$0.00	\$6,250.00	\$600.43	\$600.43	\$5,649.57	90.4
Subtotal	\$9,000.00		\$9,000.00	\$600.43	\$600.43	\$8,399.57	93.3
3. Other Services and Charge							
3.01 Professional Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
3.02 Communication and Transportation	\$12,300.00	\$0.00	\$12,300.00	\$532.01	\$532.01	\$11,767.99	95.7
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	\$0.00	\$0.00	\$8,400.00	100.0
3.05 Utility Services	\$22,000.00	\$0.00	\$22,000.00	\$1,743.20	\$1,743.20	\$20,256.80	92.1
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$2,918.95	\$2,918.95	\$17,081.05	85.4
3.07 Rentals	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.08 Dues, Interest, Taxes	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	100.0
3.09 Other Services and Charges	\$18,000.00	\$0.00	\$18,000.00	\$5,289.57	\$5,289.57	\$12,710.43	70.6
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	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	100.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
Subtotal	\$95,550.00		\$95,550.00	\$10,483.73	\$10,483.73	\$85,066.27	89.0
<i>4. Capital Outlays</i>							
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	\$861.59	\$861.59	\$22,138.41	96.3
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.0
4.05 Nonprint Materials	\$12,000.00	\$0.00	\$12,000.00	\$52.48	\$52.48	\$11,947.52	99.6
Subtotal	\$53,500.00		\$53,500.00	\$914.07	\$914.07	\$52,585.93	98.3
Grand Total	\$396,550.00	\$0.00	\$396,550.00	\$32,432.63	\$32,432.63	\$364,117.37	91.8

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 1/1/23 To 1/31/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3. Other Services and Charge							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
Subtotal	\$25,000.00		\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
4. Capital Outlays							
4.02 Furniture and Equipment	\$21,749.00	\$0.00	\$21,749.00	\$0.00	\$0.00	\$21,749.00	100.0
Subtotal	\$21,749.00		\$21,749.00	\$0.00	\$0.00	\$21,749.00	100.0
Grand Total	\$46,749.00	\$0.00	\$46,749.00	\$0.00	\$0.00	\$46,749.00	100.0

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 1/1/23 To 1/31/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>1. Personal Services</i>							
1.04 Employee Benefits	\$8,239.00	\$0.00	\$8,239.00	\$0.00	\$0.00	\$8,239.00	100.0
Subtotal	\$8,239.00		\$8,239.00	\$0.00	\$0.00	\$8,239.00	100.0
<i>3. Other Services and Charge</i>							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
Subtotal	\$25,000.00		\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
Grand Total	\$33,239.00	\$0.00	\$33,239.00	\$0.00	\$0.00	\$33,239.00	100.0

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

Bank Balances

Date Printed: 2/1/23

Monon Town & Township Public Library

Report Dates = 1/1/23 to 1/31/23

<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	\$204,206.87	\$204,206.87	\$18,852.86	\$117,398.69	\$105,661.04
2 Alliance Bank 93548	\$297,077.14	\$297,077.14	\$40,042.68	\$0.00	\$337,119.82
3 Alliance Bank 93556	\$172,391.76	\$172,391.76	\$40,026.29	\$0.00	\$212,418.05
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,133,675.77	\$1,133,675.77	\$98,921.83	\$117,398.69	\$1,115,198.91

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 = 1/1/23 to 1/31/23

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. General						
100 Operating	\$441,774.53	\$112,432.63	\$112,432.63	\$15,879.51	\$15,879.51	\$345,221.41
Subtotal	\$441,774.53	\$112,432.63	\$112,432.63	\$15,879.51	\$15,879.51	\$345,221.41
2. Special Revenue						
200 Memorial/Gift Fund	\$5,339.62	\$0.00	\$0.00	\$20.69	\$20.69	\$5,360.31
201 Rainy Day Fund	\$371,164.88	\$0.00	\$0.00	\$40,029.28	\$40,029.28	\$411,194.16
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	\$1,333.74	\$0.00	\$0.00	\$0.00	\$0.00	\$1,333.74
277 Indiana Humanities Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 CARES Grant Fund	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00
279 ARPA Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
280 LSTA Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$379,838.24	\$2,000.00	\$2,000.00	\$40,049.97	\$40,049.97	\$417,888.21
4. Capital Projects						
400 Library Improvement Reserve Fund	\$311,948.10	\$0.00	\$0.00	\$40,026.29	\$40,026.29	\$351,974.39
Subtotal	\$311,948.10	\$0.00	\$0.00	\$40,026.29	\$40,026.29	\$351,974.39
5. Clearing						
800 PLAC Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 Evergreen Indiana Pass Through Fund	\$114.90	\$0.00	\$0.00	\$0.00	\$0.00	\$114.90
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$1,088.09	\$1,088.09	\$1,088.09	\$1,088.09	\$0.00
804 FICA	\$0.00	\$890.86	\$890.86	\$890.86	\$890.86	\$0.00
805 MEDICARE	\$0.00	\$208.34	\$208.34	\$208.34	\$208.34	\$0.00
806 STATE	\$0.00	\$477.82	\$477.82	\$477.82	\$477.82	\$0.00
807 COUNTY	\$0.00	\$300.95	\$300.95	\$300.95	\$300.95	\$0.00
808 PERF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
809 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
810 Transfer Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$114.90	\$2,966.06	\$2,966.06	\$2,966.06	\$2,966.06	\$114.90
Grand Total	\$1,133,675.77	\$117,398.69	\$117,398.69	\$98,921.83	\$98,921.83	\$1,115,198.91

Total all banks = \$1,115,198.91

Monon Town & Township Public Library

Report Dates = 1/1/23 to 1/31/23

Receipt Summaries for :		100	Operating
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
109	HONEY CREEK CARDS	\$490.00	\$490.00
130	FINES AND FEES	\$86.20	\$86.20
132	COPIES	\$123.91	\$123.91
152	LOCAL INCOME TAX (LIT)	\$13,162.67	\$13,162.67
156	LOF SAVINGS INTEREST	\$12.71	\$12.71
158	LOF CHECKING INTEREST	\$4.02	\$4.02
701	INTERFUND TRANSFER	\$2,000.00	\$2,000.00
		<u>\$15,879.51</u>	<u>\$15,879.51</u>

Receipt Summaries for :		200	Memorial/Gift Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
302	MEMORIAL FUND RECEIPT	\$20.00	\$20.00
303	MEMORIAL GIFT FUND INTEREST	\$0.69	\$0.69
		<u>\$20.69</u>	<u>\$20.69</u>

Receipt Summaries for :		201	Rainy Day Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
701	INTERFUND TRANSFER	\$40,000.00	\$40,000.00
923	RAINY DAY INTEREST	\$29.28	\$29.28
		<u>\$40,029.28</u>	<u>\$40,029.28</u>

Receipt Summaries for :		400	Library Improvement Reserve F
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
405	LIRF SAVINGS INTEREST	\$26.29	\$26.29
701	INTERFUND TRANSFER	\$40,000.00	\$40,000.00
		<u>\$40,026.29</u>	<u>\$40,026.29</u>

Receipt Summaries for :		803	FEDERAL
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$1,088.09	\$1,088.09

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

Printed On Wednesday, February 1, 2023

\$1,088.09 \$1,088.09

Receipt Summaries for :		804	FICA	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$890.86	\$890.86
			\$890.86	\$890.86

Receipt Summaries for :		805	MEDICARE	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$208.34	\$208.34
			\$208.34	\$208.34

Receipt Summaries for :		806	STATE	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$477.82	\$477.82
			\$477.82	\$477.82

Receipt Summaries for :		807	COUNTY	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$300.95	\$300.95
			\$300.95	\$300.95

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

Printed On Wednesday, February 1, 2023

Librarian's Report – February 13, 2023

We received the shed since last month's meeting, and moved the bike inside.

We received a quote for electrical work. You'll see that on the agenda further down. NIPSCO provides incentives, but it's only until the money runs out each year so I would say we should act on this relatively quickly. If it doesn't work out getting money back, it's still something we need to do for the long-term.

We haven't done anything with the automatic doors yet because we're still having some water issues in the front entrance. Harry Mohler came down on Thursday, February 9 to look at and is going to talk to the company that did the work.

Barbara and I have the time clock setup, so we will start using it this month.

This year, we don't have any pressing training needs. Austin is requesting that we still remain closed on Good Friday in April since we have a long lull this time of year without any holidays or breaks. We will resume the training day next year when our CPR certification needs renewed.

Edith is starting to do some programming targeted at adults. We are going to try to do something about once/month that is crafting or gaming related.

From Barbara: The Pre-School Story Time has two toddlers attending. We have had several more parents interested but at this time they have not attended. The after school Library Club has 12 attending. On March 2, Kim Hoover of Hoots to Howls will be providing an educational wildlife program, complete with owls, other raptors and turtles. On March 30th during Spring Break, Molly Childers, will host a Building Block Party. We have held these programs before. Both the children and the parents really liked them.

Collection Area	January 2023 Circulation	January 2022 Circulation	January 2021 Circulation
Adult Fiction	335	175	141
Adult Non-Fiction	109	38	26
Adult/Juvenile DVDs/Videos	145	188	78
Adult/Juvenile Audiobooks	2	6	4
Magazines	42	27	27
Juvenile Fiction	188	57	67
Juvenile Non-Fiction	86	8	11
Young Adult/Teen	17	19	16
Video Games	35	11	0
Hoopla	46	19	28
Overdrive (ebooks/e-audio)	268	228	264
Hotspots	25	10	0
Library of Things	0	0	0
Total Circulation (# of checkouts)	1298	786	662

Annual Financial Report



Indiana State Board of Accounts

2022

MONON PUBLIC LIBRARY

White County

Submitted on 2/3/2023 9:26:00 AM

Per [IC 5-11-1-4](#) every municipality and local government is required to provide electronically and in a manner prescribed by the state examiner, financial reports for the fiscal year not later than sixty days after the close of the fiscal year.

Completion and submission of the Gateway *Annual Financial Report* (AFR) will fulfill this requirement. This document comprises all of the report outputs generated by Gateway, based on the information entered by the government unit and submitted by the government official as stipulated in state law.

**Monon Public Library, White County, Indiana
Annual Financial Report - 2022
Cash & Investments Combined Statement**

	Local Fund Number	Local Fund Name	Beg Cash & Inv Bal Jan. 1, 2022	Receipts	Disbursement	End Cash & Inv Bal Dec. 31, 2022
Governmental Activities	100	Operating (General)	\$470,173.48	\$386,574.09	\$414,973.04	\$441,774.53
	200	Payroll	\$0.00	\$33,198.40	\$33,198.40	\$0.00
	276	Annie Horton Advised Fund	\$1,029.99	\$1,000.00	\$696.25	\$1,333.74
	278	CARES Grant Fund	\$2,000.00	\$0.00	\$0.00	\$2,000.00
	279	ARPA Grant Fund	-\$5,632.63	\$11,373.34	\$5,740.71	\$0.00
	280	LSTA Grant Fund	-\$1,790.00	\$3,674.04	\$1,884.04	\$0.00
	300	Gift	\$7,255.55	\$584.23	\$2,500.16	\$5,339.62
	400	Library Improvement Reserve	\$278,681.19	\$60,494.64	\$27,227.73	\$311,948.10
	820	State Technology Fund Grant Fund	\$0.00	\$3,696.54	\$3,696.54	\$0.00
	920	Rainy Day	\$370,277.75	\$50,654.49	\$49,767.36	\$371,164.88
	960	Evergreen Indiana Pass Thru Fund	\$115.90	\$234.93	\$235.93	\$114.90
	970	Petty Cash	\$30.00	\$0.00	\$0.00	\$30.00
	980	Cash Change	\$20.00	\$0.00	\$0.00	\$20.00
		GRAND TOTAL	\$1,122,161.23	\$551,484.70	\$539,920.16	\$1,133,725.77

**Monon Public Library, White County, Indiana
Detailed Receipts - 2022**

Governmental Activities	Operating (General)	General Property Taxes	\$198,796.93	
		Local Income Tax (LIT) Property Tax Replacement Credit	\$148,553.00	
		Financial Institution Tax distribution	\$456.82	
		Vehicle/Aircraft Excise Tax Distribution	\$15,743.60	
		Commercial Vehicle Excise Tax Distribution (CVET)	\$1,373.00	
		Total Taxes and Intergovernmental	\$364,923.35	

		Document and Copy Fees	\$1,987.61	
		Total Charges for Services	\$1,987.61	

		Earnings on Investments and Deposits	\$381.78	
		Refunds and Reimbursements	\$2,186.00	
		Transfers In - Transferred from Another Fund	\$14,770.35	
		Other Receipts/110 - Liberty Township Cards	\$2,325.00	
		Total Other Receipts	\$19,663.13	

		Total Operating (General)	\$386,574.09	

		Payroll	Payroll Fund and Clearing Account Receipts	\$33,198.40
		Total Other Receipts		\$33,198.40

Total Payroll		\$33,198.40		

Annie Horton Advised Fund	Donations, Gifts, and Bequests	\$1,000.00		
Total Other Receipts		\$1,000.00		

Total Annie Horton Advised Fund		\$1,000.00		

ARPA Grant Fund	Refunds and Reimbursements	\$11,373.34		
Total Other Receipts		\$11,373.34		

Total ARPA Grant Fund		\$11,373.34		

LSTA Grant Fund	Refunds and Reimbursements	\$3,674.04		
Total Other Receipts		\$3,674.04		

Total LSTA Grant Fund		\$3,674.04		

Gift	Earnings on Investments and Deposits	\$9.23		
	Donations, Gifts, and Bequests	\$575.00		
Total Other Receipts		\$584.23		

Total Gift		\$584.23		

Governmental Activities	Library Improvement Reserve	Earnings on Investments and Deposits	\$494.64
		Interfund Loans - Borrowed from Another Fund	\$60,000.00
	Total Other Receipts		\$60,494.64
	Total Library Improvement Reserve		\$60,494.64
	State Technology Fund Grant Fund	Refunds and Reimbursements	\$3,696.54
	Total Other Receipts		\$3,696.54
	Total State Technology Fund Grant Fund		\$3,696.54
	Rainy Day	Earnings on Investments and Deposits	\$654.49
		Interfund Loans - Borrowed from Another Fund	\$50,000.00
	Total Other Receipts		\$50,654.49
	Total Rainy Day		\$50,654.49
	Evergreen Indiana Pass Thru Fund	Other Receipts/961 - Evergreen Indiana Pass Through	\$234.93
	Total Other Receipts		\$234.93
	Total Evergreen Indiana Pass Thru Fund		\$234.93
Total Governmental Activities			\$551,484.70

**Monon Public Library, White County, Indiana
Disbursements by Fund - 2022**

Governmental Activities	Operating (General)	Salaries and Wages	\$161,408.72
		Employee Benefits	\$55,017.22
		Total Personal Services	\$216,425.94

		Operating Supplies	\$5,656.43
		Repair and Maintenance Supplies	\$546.12
		Total Supplies	\$6,202.55

		Professional Services	\$1,416.76
		Communication and Transportation	\$3,620.32
		Insurance	\$3,702.00
		Utility Services	\$18,877.79
		Repairs and Maintenance	\$7,105.88
		Rentals	\$15.00
		Other Services and Charges	\$11,759.09
		Total Services and Charges	\$46,496.84

		Machinery, Equipment, and Vehicles	\$5,087.44
		Books and Other Media	\$36,803.31
		Total Capital Outlays	\$41,890.75

		Interfund Loan - Loaned To Another Fund	\$98,956.96
		Interfund Loan - Repaid To Another Fund	\$5,000.00
		Total Other Disbursements	\$103,956.96

		Total Operating (General)	\$414,973.04

	Payroll	Payment of Taxes and Other Payroll Withholdings	\$33,198.40
		Total Other Disbursements	\$33,198.40

	Total Payroll		\$33,198.40

Governmental Activities	Annie Horton Advised Fund	Machinery, Equipment, and Vehicles	\$696.25
		Total Capital Outlays	\$696.25
	Total Annie Horton Advised Fund		\$696.25
ARPA Grant Fund		Machinery, Equipment, and Vehicles	\$1,581.71
		Total Capital Outlays	\$1,581.71
		Interfund Loan - Repaid To Another Fund	\$4,159.00
		Total Other Disbursements	\$4,159.00
	Total ARPA Grant Fund		\$5,740.71
LSTA Grant Fund		Interfund Loan - Repaid To Another Fund	\$1,884.04
		Total Other Disbursements	\$1,884.04
	Total LSTA Grant Fund		\$1,884.04
Gift		Other Disbursements	\$2,500.16
		Total Other Disbursements	\$2,500.16
	Total Gift		\$2,500.16
Library Improvement Reserve		Employee Benefits	\$8,947.00
		Total Personal Services	\$8,947.00
		Repairs and Maintenance	\$3,919.00
		Total Services and Charges	\$3,919.00
		Machinery, Equipment, and Vehicles	\$3,000.00
		Total Capital Outlays	\$3,000.00

Governmental Activities	Library Improvement Reserve	Transfer Out - Transferred To Another Fund	\$11,361.73
		Total Other Disbursements	\$11,361.73
	Total Library Improvement Reserve		\$27,227.73
State Technology Fund Grant Fund	Other Services and Charges		\$3,696.54
		Total Services and Charges	\$3,696.54
	Total State Technology Fund Grant Fund		\$3,696.54
Rainy Day	Repairs and Maintenance		\$21,628.74
		Total Services and Charges	\$21,628.74
		Transfer Out - Transferred To Another Fund	\$3,408.62
		Other Disbursements	\$24,730.00
		Total Other Disbursements	\$28,138.62
	Total Rainy Day		\$49,767.36
Evergreen Indiana Pass Thru Fund	Other Services and Charges		\$235.93
		Total Services and Charges	\$235.93
	Total Evergreen Indiana Pass Thru Fund		\$235.93
Total Governmental Activities			\$539,920.16

Monon Public Library, White County, Indiana
Fund Type Schedule 2022

Fund Type	Local Fund	Standard Fund	Grant Related
1 - General Fund	100 - Operating (General)	General	N
2 - Special Revenue	960 - Evergreen Indiana Pass Thru Fund	Evergreen Indiana Receipt	N
2 - Special Revenue	278 - CARES Grant Fund	CARES Grant Fund	N
2 - Special Revenue	279 - ARPA Grant Fund	ARPA Grant Fund	N
2 - Special Revenue	280 - LSTA Grant Fund	LSTA Grant Fund	N
4 - Capital Projects	920 - Rainy Day	Rainy Day	N
4 - Capital Projects	400 - Library Improvement Reserve	Library Improvement Reserve	N
9 - Private Purpose Trust	276 - Annie Horton Advised Fund	Annie Horton Advised Fund	N

Fund Type	Local Fund	Standard Fund	Grant Related
12 - Other	970 - Petty Cash	Petty Cash	N
12 - Other	980 - Cash Change	Cash Change	N
12 - Other	300 - Gift	Gift	N
12 - Other	820 - State Technology Fund Grant Fund	State Technolgoy Fund Grant Fund	N
12 - Other	200 - Payroll	Payroll	N

**Monon Public Library, White County, Indiana
Deficit Fund Balances - 2022**

<u>Enterprise Name</u>	<u>Fund Name</u>	<u>Ending Cash and Investment Balance</u>
	Total deficit fund balances	

**Monon Public Library, White County, Indiana
Transfers - 2022**

Transfers Out (Disbursements)		Transfers In (Receipts)	
Fund	Amount	Fund	Amount
Rainy Day	\$3,408.62	Operating (General)	\$14,770.35
Library Improvement Reserve	\$11,361.73	Total Transfers In	\$14,770.35
Total Transfers Out	\$14,770.35		

**Monon Public Library, White County, Indiana
Transfer Schedule Report - 2022**

Fund Transfer To

Fund Transfer From

	100 - Operating (General)	Total
400 - Library Improvement Reserve	11,362	11,362
920 - Rainy Day	3,409	3,409
Total	\$ 14,770	\$ 14,770

For each transfer that did not occur on a routine basis or was inconsistent with the activities of the fund making the transfer that is identified in the above schedule, provide a general description of the principal purpose of the interfund transfer. One general description can be provided even if multiple funds are impacted or more than one transfer occurred. (An example of a non-routine transfer: a transfer to a wastewater enterprise fund for the local match of a federal pollution control grant, an example of a transfer that is an inconsistent activity of the fund: a transfer from a capital projects fund to the general fund.)

1. Rainy Day to Operating - \$3408.62
2508.62 Fire Alarm monitoring system, \$900.00 Annual Service
2. Library Improvement Reserve to Operating - \$1686.79 elevator repair, \$4844.94
Hotspots & computers, \$2986.00 storage shed payment, \$1844.00 moved to cover Employee Benefits.

**Monon Public Library, White County, Indiana
Grants - 2022**

Local Project Name/ Description	Federal Program Title/Project Name	Federal Agency	Pass Through Agency	Assistance Listing	Award Name	Award Number	Grant Type	Local Fund	Receipts	Disburse- ments	Amount of Federal Awards Provided to Subrecipients During the Year	Amount of Loans Outstandin g at Year End	Amount of Federal Noncash Assistance for the Year	Amount of Insurance in Effect During the Year
CARES Grant Fund	CARES Act Mini-Grants	Institute of Museum and Library Services	Indiana State Library	45.310	LSTA CARES Act State Grants	LS-246532- OLS-20	Reimbursemen t Grant	278 CARES Grant Fund	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00
APRA Grant Fund	LSTA ARPA State Grants	Institute of Museum and Library Services	Indiana State Library	45.310	ARPA Grant	LS-250210- OLS-21	Reimbursemen t Grant	279 ARPA Grant Fund	\$11,373.34	\$5,740.71	\$0.00	\$0.00	\$0.00	\$0.00
LSTA Grant Fund	LSTA Grant	Institute of Museum and Library Services	Indiana State Library	45.310	LSTA Grant	LS-246532- OLS-20	Reimbursemen t Grant	280 LSTA Grant Fund	\$3,674.04	\$1,884.04	\$0.00	\$0.00	\$0.00	\$0.00

**Monon Public Library, White County, Indiana
Capital Assets 2022**

Government or Enterprise		Beginning Balance as of January 1, 2022	Additions	Reductions	Ending Balance as of December 31, 2022
Governmental Activities - Non-Depreciable Assets	Land	\$10,000.00	-	-	\$10,000.00
	Construction in Progress	-	-	-	-
	Other Non-Depreciable Assets	-	-	-	-
	Total	\$10,000.00	-	-	\$10,000.00
Governmental Activities - Depreciable Assets	Infrastructure	-	-	-	-
	Buildings	\$1,079,078.00	-	\$39,235.28	\$1,039,842.72
	Improvements Other Than Buildings	-	-	-	-
	Machinery, Equipment, and Vehicles	-	-	-	-
	Books and Other	\$187,621.12	\$35,841.57	\$65,229.82	\$158,232.87
	Total	\$1,266,699.12	\$35,841.57	\$104,465.10	\$1,198,075.59
Governmental Activities - Accumulated Depreciation Assets	Infrastructure	-	-	-	-
	Buildings	\$484,484.00	\$3,318.00	\$39,235.28	\$448,566.72
	Improvements Other Than Buildings	-	-	-	-
	Machinery, Equipment, and Vehicles	-	-	-	-
	Books and Other	\$187,621.12	\$35,841.57	\$65,229.82	\$158,232.87
	Total	\$672,105.12	\$39,159.57	\$104,465.10	\$606,799.59

**Monon Public Library, White County, Indiana
Accounts Payable/Receivable Statement - 2022**

Government or Enterprise	Accounts Payable	Accounts Receivable
Governmental Activities	\$0.00	\$0.00

**Monon Public Library, White County, Indiana
Pensions - 2022**

1. Please indicate if your unit offers any of these pension plans to your Employees. Check all that apply.	YES	NO
Public Employees Retirement Fund	X	
Teachers Retirement Fund		X
1925 Police Pension Fund		X
1937 Firefighter's Pension Fund		X
1977 Police and Firefighter's Pension Fund		X
2. Does your unit have any other pension plans where the employer makes contributions to the plan or funds any part of the benefits?		X

MONON TOWN & TOWNSHIP PUBLIC LIBRARY

Indiana Public Library Annual Report 2022

CURRENT YEAR

*PREVIOUS
YEAR*

1 - General Information

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

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 & 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	Phone	(219) 253-6517	<i>(219) 253-6517</i>
01-016	Fax	(219) 253-6517	<i>(219) 253-8373</i>

01-017	Does your library have an answering machine, voicemail or other similar technology?	Yes	Yes
01-018	Library URL	http://www.monon.lib.in.us	http://www.monon.lib.in.us
01-019	Public library email address or a means of electronic contact listed on the library's website	astroud@monon.lib.in.us	astroud@monon.lib.in.us

Building Questions

01-020	Year the current central library was built	1914	1914
01-021	Year of the most recent structural addition or alteration to the current central library	1994	1994
01-022	Square footage of the central library	8,140	8,140

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.

01-023a If your central library has non-standard schedule that cannot be correctly entered into the above form, please provide those hours here. For example, if your library closes for an hour for lunch, or if you have a special winter schedule, report that here.

01-038	Total number of hours the central library is open during a typical week	44	46
01-039	Total number of hours per week the central library is open after 5:00 PM	4	6
01-040	Total number of hours per week the central library is open on Saturday	5	5
01-041	Total number of hours per week the central library is open on Sunday	0	0
01-042	Number of weeks per year the central library was open in 2022	52	52
01-043	Number of weeks the central library was closed due to COVID-19 in 2022	0	0
01-044	Number of weeks the central library had limited occupancy due to COVID-19 in 2022	0	6
01-045	Total public service hours the central library was open in 2022	2,288.0	2,392.0

Internet Access

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

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

01-048 Select the nearest download speed of internet access in the central library. 50 Mbps - 99.9 Mbps *50 MBPS*

Branch Information

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

Individual Branch Information

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

01-200a Branch name

01-201a Branch street address

01-202a Branch city

01-203a Branch county

01-204a Branch ZIP

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

01-206a Branch mailing address

01-207a Phone

01-208a Fax

01-209a Year built

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

01-211a Square footage of branch

01-212a Number of weeks per year individual branch was open in 2022

01-213a Number of weeks the individual branch closed due to COVID-19 in 2022

01-
214a Number of weeks the individual branch had limited occupancy due to COVID-19 in 2022

01-
215a Monday opening time

01-
216a Monday closing time

01-
217a Tuesday opening time

01-
218a Tuesday closing time

01-
219a Wednesday opening time

01-
220a Wednesday closing time

01-
221a Thursday opening time

01-
222a Thursday closing time

01-
223a Friday opening time

01-
224a Friday closing time

01-
225a Saturday opening time

01-
226a Saturday closing time

01-
227a Sunday opening time

01-
228a Sunday closing time

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

01-
230a Total public service hours the branch was open in 2022

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

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

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

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

Bookmobile Information

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

Individual Bookmobile Information

01-301a Bookmobile name

01-302a Street address

01-303a City

01-304a County

01-305a ZIP

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

01-307a Mailing address

01-308a Phone

01-309a Fax

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

01-311a Number of weeks per year the bookmobile is open

01-312a Number of weeks the bookmobile closed due to COVID-19 in 2022

01-313a Number of weeks the bookmobile had limited occupancy due to COVID-19 in 2022

01-314a Total public service hours the bookmobile was open in 2022

01-315	Total annual public service hours of all bookmobiles	0.00	0.00
01-500	Total system public service hours per year	2,288.00	2,392.00

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	485	675
02-002	Total number of users from contracting areas	N/A	N/A
02-003	Total number of non-resident registered users	76	110
02-004	Total number of non-resident cards issued to student users	148	12
02-005	Total non-resident cards issued to school employees	0	0
02-006	Total number of non-resident cards issued to library employees	8	6
02-007	Total number of registered users	717	785
02-008	Total number of reciprocal users	17	19
02-009	Total number of PLAC users	0	1
02-010	Amount of non-resident fee	\$80.00	\$75.00
02-011	Date the library board adopted this fee	12-12-2022	12-13-2021
02-012	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?	Yes	Yes
02-013	As of the end of the reporting period, does the library charge overdue fines (not replacement costs) to any users when they fail to return physical print materials by the date due?	No	

3 - Libraries and Political Subdivisions

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

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.

2020 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	\$275,859,027	<i>\$244,664,943</i>
03-003	Operating tax rate	0.0766	<i>.1064</i>
03-004	Source year for data	2023	<i>2022</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	Total district population not including contracts (taxed units only)	3,268	<i>3,282</i>
03-014	Total district population including contracts (sum of taxed and contracting units)	6,520	<i>3,385</i>
03-015	Political subdivision name	Monon Twp	<i>Honey Creek Township</i>
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)		<i>N/A</i>
03-017	Population <u>2020 census</u> (taxed and served)	3,268	<i>0</i>
03-018	Type of political unit (contracting units 5, 6, 7, 8, 10 only)		<i>6</i>
03-019	Population <u>2020 census</u> (served by contract)		<i>1162</i>
03-015	Political subdivision name	Honey Creek Twp	<i>Liberty Township</i>
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)		<i>N/A</i>

03-017	Population <u>2020 census</u> (taxed and served)		0
03-018	Type of political unit (contracting units 5, 6, 7, 8, 10 only)	6	6
03-019	Population <u>2020 census</u> (served by contract)	1,188	2223
03-015	Political subdivision name	Liberty Twp	<i>Monon Township</i>
03-016	Type of political unit (taxed units 1, 2, 3, 4, 9, 11, 12 only)		4
03-017	Population <u>2020 census</u> (taxed and served)		3,282
03-018	Type of political unit (contracting units 5, 6, 7, 8, 10 only)		N/A
03-019	Population <u>2020 census</u> (served by contract)	2,064	N/A
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, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Local Government Revenue

04-001	Property tax or CEDIT income from library tax rate	\$202,262	<i>\$195,894</i>
04-002	Miscellaneous income taxes or LIT (Local Income Tax)	\$148,553	<i>\$135,072</i>
04-003	Contractual revenue received for service	\$2,325	<i>\$1,200</i>
04-004	Total local government revenue	\$353,140	<i>\$332,166</i>

State Government Revenue

04-005	Financial Institutions Tax (FIT)	\$457	<i>\$404</i>
04-006	License Vehicle Excise Tax	\$15,744	<i>\$14,239</i>
04-007	Commercial Vehicle Excise Tax (CVET)	\$1,373	<i>\$1,328</i>
04-008	Broadband Connectivity Grant	\$3,697	<i>\$1,597</i>
04-009	Other state revenue	\$0	<i>\$0</i>
04-010	Source(s):	N/A	<i>N/A</i>

04-011	Total state revenue	\$21,271	\$17,568
<u>Federal Government Revenue</u>			
04-012	LSTA grants	\$3,674	\$0
04-013	Other federal revenue (including CARES and ARPA funds)	\$11,373	\$3,400
04-014	Source(s):	ARPA funds	<i>CARES Act funds</i>
04-015	Total federal revenue	\$15,047	\$3,400
<u>Other Revenue</u>			
04-016	PLAC reimbursement		\$0
04-017	Fines and fees	\$1,040	\$897
04-018	Interest on investments	\$382	\$505
04-019	Gift receipts	\$584	\$2,175
04-020	Private and public foundation grants	\$1,000	\$1,000
04-021	Miscellaneous revenue	\$3,133	\$1,042
04-022	Source(s):	\$947.37 - Copies, \$2,186 miscellaneous receipt	\$793 <i>Overpayment of insurance premium (appeal of an audit we completed for the prior year) and \$968.52 copies</i>
04-023	Total other revenue	\$6,139	\$5,619
04-024	Total operating revenue	\$395,597	\$358,753

5 - Operating Fund Expenditures

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

Staff and Supplies

05-001	Salaries/wages of all library staff	\$158,589	\$147,230
05-002	Employee benefits	\$55,017	\$20,353
05-003	Other personal services	\$0	\$0
05-004	Total personal services	\$213,606	\$167,583
05-005	Total staff expenditures	\$213,606	\$167,583

05-006	Total supplies	\$6,203	\$6,813
<u>Other Services and Charges</u>			
05-007	Professional services	\$1,417	\$501
05-008	Communication and transportation	\$3,620	\$3,794
05-009	Printing and advertising	\$0	\$0
05-010	Insurance	\$3,702	\$4,784
05-011	Utility services	\$18,878	\$17,810
05-012	Repairs and maintenance	\$7,106	\$4,755
05-013	Rentals	\$15	\$15
05-014	Debt service	\$0	\$0
05-015	Lease rental	\$0	\$0
05-016	Other	\$4,759	\$3,790
05-017	Total of other services and charges	\$39,497	\$35,449
<u>Capital Outlays from Operating Fund Expenditures</u>			
05-018	Land	\$0	\$0
05-019	Buildings	\$0	\$0
05-020	Improvements other than buildings	\$0	\$0
05-021	Furniture and equipment	\$887	\$8,017
05-022	Capital outlays for public access computers, e-readers and electronic media devices. DO NOT REPORT in Q05-021	\$4,200	\$0
<u>Library Materials - Operating Fund Expenditures</u>			
05-023	Books	\$19,601	\$22,164
05-024	Periodicals and newspapers	\$2,612	\$2,378
05-025	Audio/Visual materials, microforms, and other non-printed, physical materials	\$5,500	\$5,187
05-026	E-books, electronic collections, and database licensing/purchase/lease expenditures	\$1,376	\$1,500
05-027	Electronic physical format, including Playaways and e-book readers	\$0	\$0
<u>Library Materials - Non-Operating Fund Expenditures</u>			
05-028	Books	\$898	\$336
05-029	Periodicals and newspapers	\$0	\$0

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	\$23,111	\$24,878
05-034	Total expenditures for electronic materials	\$1,376	\$1,500
05-035	Total expenditures for other materials	\$5,500	\$5,187
05-036	Total expenditures for collections	\$29,987	\$31,565
05-037	Total operating fund capital outlays	\$32,800	\$37,746
05-038	Total operating fund expenditure for collection development	\$33,289	\$31,229
05-039	Total non-operating fund expenditure for collection development	\$898	\$336
05-040	Public access computers, e-readers and electronic media devices from all non-operating funds	\$0	\$0
05-041	Total operating fund expenditures	\$293,482	\$249,091
05-042	Other operating expenditures	\$50,787	\$50,279
05-043	Total operating expenditures	\$294,380	\$249,427
05-044	Total capital fund expenditures	\$62,225	\$54,334
<u>Non-Resident Fee Standard</u>			
05-045	Total collection expenditures	\$34,187	\$31,565
05-046	Total 2021 operating expenditures per capita	\$75.90	\$70.22
05-047	Difference between 2021 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.	\$-4.10	\$-4.78
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 2022 operating expenditures per capita. PLEASE MAKE SURE YOUR 2023 NON- RESIDENT FEE IS EQUAL OR GREATER THAN THIS AMOUNT	89.80	75.90

Collection Development Standard

05-049 Collection development expenditure (from all funds) as a percentage of operating fund expenditure 11.6% 12.6%

6 - Capital Revenue

Grayed boxes are either prefilled, locked, or automatic calculations.

06-001	Local government capital revenue	\$0	\$0
06-002	State government capital revenue	\$0	\$0
06-003	Federal government capital revenue	\$0	\$0
06-004	Other capital revenue	\$0	\$0
06-005	Total capital revenue	\$0	\$0

7 - Employment Data

Questions relating to standards are in bolded blue font.

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not.

ALA-MLS Librarians

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

All Librarians

07-004	Total number of all librarians, including ALA-MLS librarians	2.00	2.00
07-005	Total number of paid hours per week for all librarians, including ALA-MLS librarians	70	70
07-006	FTE for all librarians	1.75	1.75

All Other Staff

07-007	Total number of all other paid staff	8.00	5.00
07-008	Total number of paid hours per week for all other paid staff	111	105.25
07-009	FTE for all other paid staff	2.78	2.63
07-010	Total number of all paid staff	10.00	7.00
07-011	Total hours paid per week for all paid staff	181.00	175.25
07-012	FTE for all paid staff	4.53	4.38

07-013 Number of hours per week considered to be full-time employment in your library 35 35

8 - Library Service and Technology

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or 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	2,344	1,914
08-003	SRCS materials provided to other libraries. Number will be supplied by the Indiana State Library	62	68
08-004	Total number of loans provided to other libraries	2,406	1,982
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	673	881
08-007	SRCS materials received from other libraries. Number will be supplied by the Indiana State Library	4	0
08-008	Total number of loans received from other libraries	677	881
08-009	Net lending rate	3.55	2.25

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.

Live (Synchronous) In-Person, Onsite Program Sessions

08-010	Number of in-person, onsite children's programs for ages 0-5	15	0
08-011	Number of in-person, onsite children's programs for ages 6-11	16	0
08-012	Number of in-person, onsite young adult programs	7	0
08-013	Number of in-person, onsite adult programs	39	2
08-014	Number of in-person, onsite general interest (all ages) programs	4	2
08-015	Total number of live, in-person, onsite program sessions	81	4

Live (Synchronous) In-Person, Offsite Program Sessions

08-016	Number of in-person, offsite children's programs for ages 0-5	0	0
08-017	Number of in-person, offsite children's programs for ages 6-11	16	0
08-018	Number of in-person, offsite young adult programs	0	0
08-019	Number of in-person, offsite adult programs	0	0
08-020	Number of in-person, offsite general interest (all ages) programs	2	4
08-021	Total number of live, in-person, offsite program sessions	18	4

Live (Synchronous) Virtual Program Sessions

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.

08-022	Number of live, virtual children's programs for ages 0-5	0	0
08-023	Number of live, virtual children's programs for ages 6-11	0	0
08-024	Number of live, virtual young adult programs	0	0
08-025	Number of live, virtual adult programs	0	0
08-026	Number of live, virtual general interest (all ages) programs	0	90
08-027	Total number of live, virtual programs	0	90

Attendance - Live (Synchronous) In-Person, Onsite Program Sessions

08-028	Attendance at in-person, onsite children's programs for ages 0-5	79	0
08-029	Attendance at in-person, onsite children's programs for ages 6-11	251	0
08-030	Attendance at in-person, onsite young adult programs	37	0
08-031	Attendance at in-person, onsite adult programs	219	11
08-032	Attendance at in-person, onsite general interest (all ages) programs	102	57
08-033	Total attendance at live, in-person, onsite programs	688	68

Attendance - Live (Synchronous), In-Person, Offsite Program Sessions

08-034	Attendance at in-person, offsite children's programs for ages 0-5	0	0
08-035	Attendance at in-person, offsite children's programs for ages 6-11	1,075	0
08-036	Attendance at in-person, offsite young adult programs	0	0
08-037	Attendance at in-person, offsite adult programs	0	0
08-038	Attendance at in-person, offsite general interest (all ages) programs	500	172
08-039	Total attendance at live, in-person, offsite programs	1,575	172

Attendance - Live (Synchronous) Virtual Program Sessions

08-040	Attendance at live, virtual children's programs for ages 0-5 as counted by participant devices	0	0
08-040a	Attendance at live, virtual children's programs for ages 0-5 as counted by participants (optional)	0	0
08-041	Attendance at live, virtual children's programs for ages 6-11 as counted by participant devices	0	0
08-041a	Attendance at live, virtual children's programs for ages 6-11 as counted by participants (optional)	0	0
08-042	Attendance at live, virtual young adult programs as counted by participant devices	0	0
08-042a	Attendance at live, virtual young adult programs as counted by participants (optional)	0	0
08-043	Attendance at live, virtual adult programs as counted by participant devices	0	0
08-043a	Attendance at live, virtual adult synchronous programs as counted by participants (optional)	0	0
08-044	Attendance at live, virtual general (all ages) programs as counted by participant devices	0	N/A
08-044a	Attendance at live, virtual general (all ages) programs as counted by participants (optional)	0	8,624
08-045	Total attendance at live, virtual programs as counted by participant devices	0	0
08-045a	Total attendance at synchronous virtual programs as counted by participants (optional)	0	8,624

Additional Programming Totals by Type and Audience

08-046	Total number of live children's programs for ages 0-5 (in-person and synchronous virtual)	15	0
08-047	Total number of live children's programs for ages 6-11 (in-person and synchronous virtual)	32	0
08-048	Total number of live young adult programs (in-person and synchronous virtual)	7	0
08-049	Total number of all live programs (in-person and synchronous virtual)	99	98
08-050	Total attendance at in-person children's programs for ages 0-5	79	0
08-051	Total attendance at in-person children's programs for ages 6-11	1,326	0
08-052	Total attendance at in-person young adult in-person programs	37	0
08-053	Total attendance at all in-person programs	2,263	240
08-054	Total attendance at live children's programs for ages 0-5 (in-person and synchronous virtual)	79	0
08-055	Total attendance at live children's programs for ages 6-11 (in-person and synchronous virtual)	1,326	0
08-056	Total attendance at live young adult programs (in-person and synchronous virtual)	37	0
08-057	Total attendance at all live programs (includes in-person and synchronous virtual)	2,263	8,692

Recorded (Asynchronous) Program Presentations

08-058	Total number of recorded (asynchronous) program presentations	0	0
08-059	Total view of recorded (asynchronous) program presentations	0	0

Children's Reading Program

08-060	How many weeks of a Children's Reading Program did your library offer at each fixed location?	6	6
08-061	Total number of non-library sponsored programs	13	4
08-062	Total attendance at non-library sponsored programs	130	40
08-063	Total number of annual visits to the library	7,526	4,936
08-063a	Library visits reporting method	CT - Annual Count	CT - Annual Count

08-064	Total number of reference transactions in 2022	520	520
08-064a	Reference transactions reporting method	ES - Annual Estimate Based on Typical Week(s)	<i>ES - Annual Estimate Based on Typical Week(s)</i>
08-065	Instructional reference services	12	10
<u>Electronic Collections (includes Licensed Databases)</u>			
08-066	Number of state-licensed databases (INSPIRE databases)	79	86
08-067	Number of local and other licensed databases (not INSPIRE)	6	7
08-068	Name(s) of public use/commercial databases to which the library subscribes	Chilton Gale LegalForms Indiana Digital Library/Libby hoopla Pronunciator Wowbrary	<i>Response has been entered.</i>
08-069	Total electronic collections/databases	85	93
<u>Public Computers</u>			
08-070	Number of uses (sessions) of public internet computers in 2022	569	574
08-070a	Reporting method for number of uses of public internet computers	CT - Annual Count	<i>CT - Annual Count</i>
08-071	Number of wireless internet uses per year	570	520
08-071a	Reporting method for wireless sessions	ES - Annual Estimate Based on Typical Week(s)	<i>ES - Annual Estimate Based on Typical Week(s)</i>
08-072	Number of public internet computers system-wide	11	11
08-073	Number of staff computers	8	7
08-074	Number of website visits	4,128	5,079
<u>Library System Automation</u>			
08-075	Does your library have an automated bookkeeping system?	Yes	<i>Yes</i>
08-076	Name of bookkeeping system	AVC	<i>AVC</i>
08-077	Brand and version of Integrated Library System	Evergreen ILS 3.9.1	<i>Evergreen 3-7-1</i>

9 - Circulation and Holdings

Questions relating to standards are in bolded blue font.

Grayed boxes are either prefilled, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

09-001	Circulation of physical items	8,215	5,769
09-002	Use of electronic materials (<i>e.g., e-books circulated or electronic materials downloaded annually</i>)	1,976	2,606
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	Total electronic content use	1,976	2,606
09-005	Circulation of all children's materials	1,995	1,352
09-006	Circulation of other physical items	324	92
09-007	Total circulation of all materials	10,191	8,375
09-008	Total collection use	10,191	8,375
09-009	Total in-house usage of materials	260	260

Selected Holdings

09-010	Books (print)	28,212	29,096
09-011	Does the library belong to an e-book consortium? Yes		Yes
09-012	Name of e-book consortium	Indiana Digital Library	<i>eIndiana Digital Consortium</i>
09-013	E-books (LOCAL HOLDINGS)	0	0
09-014	E-books (CONSORTIUM HOLDINGS)	481,780	105,022
09-015	E-books (TOTAL)	481,780	105,022
09-016	Video materials - physical units	2,692	2,414
09-017	Video materials - downloadable units (LOCAL HOLDINGS)	0	0
09-018	Video materials - downloadable units (CONSORTIUM HOLDINGS)	0	458
09-019	Video materials - downloadable units (TOTAL)	0	458
09-020	Audio materials - physical units	244	317
09-021	Audio materials - downloadable units (LOCAL HOLDINGS)	0	0
09-022	Audio materials - downloadable units (CONSORTIUM HOLDINGS)	180,487	27,261
09-023	Audio materials - downloadable units (TOTAL)	180,487	27,261

09-024	Current print serial subscriptions	53	63
09-025	Current electronic serials subscriptions	4,427	3,209
09-026	Does your library circulate hotspots?	Yes	Yes
09-027	Other circulating physical items	164	66
09-028	Total physical items in collection (09-010 + 09-016 + 09-020 + 09-027)	31,312	31,893

10 - Library Board

Enter the most current information available for all members. If the position is vacant, please enter VACANT as the last name. Contact LDO with updates throughout the year.

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>12/31/2025</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>
10-0108	Email address	jhart_wc@yahoo.com	<i>jhart_wc@yahoo.com</i>
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	3
10-0212	Date of initial appointment	02/05/2013	02/05/2013
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	3
10-0312	Date of initial appointment	02/06/2012	02/06/2012
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	Stanley	<i>Michele</i>
10-0503	Middle initial/name		<i>L.</i>
10-0504	Last name	Minnick	<i>Buswell</i>
10-0505	Home address	P.O. Box 831	<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	minnick508@comcast.net	<i>mebuswell@gmail.com</i>
10-0509	Appointing authority	North White School Board	<i>North White School Board</i>
10-0510	Date term expires	12/31/2026	<i>12/31/2022</i>
10-0511	Number of consecutive terms	1	<i>4</i>
10-0512	Date of initial appointment	1/1/2023	<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	<i>2</i>
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	Alexis	<i>Glenda</i>
10-0703	Middle initial/name	S.	<i>M.</i>
10-0704	Last name	Taylor-Reagan	<i>Simmons</i>
10-0705	Home address	PO BOX 514	<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	alexistaylor4@student.purdueglobal.edu	<i>simmons@urhere.net</i>
10-0709	Appointing authority	North White School Board	<i>North White School Board</i>

10-0710	Date term expires	03/10/2026	03/10/2022
10-0711	Number of consecutive terms	1	4
10-0712	Date of initial appointment	03/11/2022	03/14/2005
10-0801	Position: Member	Member	<i>Member</i>
10-0802	First name		
10-0803	Middle initial/name		
10-0804	Last name		
10-0805	Home address		
10-0806	City		
10-0807	ZIP code		
10-0808	Email address		
10-0809	Appointing authority		
10-0810	Date term expires		
10-0811	Number of consecutive terms		
10-0812	Date of initial appointment		
10-0901	Position: Member	Member	<i>Member</i>
10-0902	First name		
10-0903	Middle initial/name		
10-0904	Last name		
10-0905	Home address		

10-0906 City
10-0907 ZIP code
10-0908 Email address
10-0909 Appointing authority
10-0910 Date term expires
10-0911 Number of consecutive terms
10-0912 Date of initial appointment

10-1001 Position: Member Member *Member*

10-1002 First name

10-1003 Middle initial/name

10-1004 Last name

10-1005 Home address

10-1006 City

10-1007 ZIP code

10-1008 Email address

10-1009 Appointing authority

10-1010 Date term expires

10-1011 Number of consecutive terms

10-1012 Date of initial appointment

10-1101 Position: Member Member *Member*

10-
1102 First name

10-
1103 Middle initial/name

10-
1104 Last name

10-
1105 Home address

10-
1106 City

10-
1107 ZIP code

10-
1108 Email address

10-
1109 Appointing authority

10-
1110 Date term expires

10-
1111 Number of consecutive terms

10-
1112 Date of initial appointment

10-
1201 Position: Member Member *Member*

10-
1202 First name

10-
1203 Middle initial/name

10-
1204 Last name

10-
1205 Home address

10-
1206 City

10-
1207 ZIP code

10-
1208 Email address

10-
1209 Appointing authority

10-1210	Date term expires		
10-1211	Number of consecutive terms		
10-1212	Date of initial appointment		
10-0991	What day of the month is the regular library board meeting?	2nd Monday	<i>2nd Monday</i>
10-0992	What is the time of the regular library board meeting?	4PM	<i>4PM</i>

11 - Salary Section

Questions relating to standards are in bolded blue font.

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

11-001	Annual salary of the director	\$50,128	<i>\$46,350</i>
11-002	Does the library director have an employment contract?	No	<i>No</i>
11-003	What is the current level of certification held by the library director?	LC 1	<i>LC 1</i>
11-004	Job Title - Assistant or Associate Director	Assistant Director	<i>Assistant Director</i>
11-005	Certification level		
11-006	Minimum hourly wage		
11-007	Maximum hourly wage		
11-008	Job Title - Department Head, Manager or Supervisor	Department Head	<i>Department Head</i>
11-009	Certification level		
11-010	Minimum hourly wage		
11-011	Maximum hourly wage		
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>\$11.00</i>
11-035	Maximum hourly wage	\$22.50	<i>\$21.00</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	\$10.50	<i>\$9.25</i>
11-055	Maximum hourly wage	\$18.25	<i>\$17.00</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	\$10.50	<i>\$9.25</i>
11-059	Maximum hourly wage	\$18.25	<i>\$17.00</i>
11-060	Job Title - Library Technician (including computer)	Library Technician	<i>Library Technician</i>
11-061	Certification level		
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	\$10.00	<i>\$8.75</i>
11-067	Maximum hourly wage	\$17.00	<i>\$15.75</i>
11-068	Job Title - Maintenance, Custodian, Janitor, or Housekeeper	Maintenance, Custodian	<i>Maintenance, Custodian</i>
11-069	Certification level		<i>None required</i>
11-070	Minimum hourly wage		<i>\$7.25</i>
11-071	Maximum hourly wage		<i>\$10.00</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	\$8.00	<i>\$7.25</i>
11-075	Maximum hourly wage	\$11.00	<i>\$10.25</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		
11-086	Minimum hourly wage		
11-087	Maximum hourly wage		
11-088	Job Title - Marketing	Marketing	<i>Marketing</i>

11-089	Certification level		
11-090	Minimum hourly wage		
11-091	Maximum hourly wage		
11-092	Job Title - Circulation Librarian	Circulation Librarian	<i>Circulation Librarian</i>
11-093	Certification level		
11-094	Minimum hourly wage		
11-095	Maximum hourly wage		
11-096	Job Title - Other		
11-097	Specify other job title		
11-098	Certification level		
11-099	Minimum hourly wage		
11-100	Maximum hourly wage		
11-101	Job Title - Other		
11-102	Specify other job title		
11-103	Certification level		
11-104	Minimum hourly wage		
11-105	Maximum hourly wage		
11-106	Job Title - Other		
11-107	Specify other job title		
11-108	Certification level		
11-109	Minimum hourly wage		
11-110	Maximum hourly wage		
11-111	Job Title - Other		
11-112	Specify other job title		
11-113	Certification level		
11-114	Minimum hourly wage		
11-115	Maximum hourly wage		

Employee Fringe Benefit Information - Full-time Employees

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

Employee Fringe Benefit Information - Part-time Employees

11-513	PERF	No	<i>No</i>
11-514	Deferred compensation	No	<i>No</i>
11-515	Health insurance	No	<i>No</i>
11-516	Health Savings Account (HSA)	No	<i>No</i>
11-517	Dental insurance	No	<i>No</i>
11-518	Life insurance	No	<i>No</i>
11-519	Vision insurance	No	<i>No</i>
11-520	Disability insurance	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>9</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	10-20
11-532	Number of sick days	0	0
11-533	Number of personal days	0	0
11-534	Number of holidays	9	9
11-535	Number of funeral/bereavement days	2-5	2-5
11-536	Number of other days	0	0

Paid Time Off Per Year - Full-Time Support Staff

11-537	Number of vacation days	10-20	10-20
11-538	Number of sick days	12	0
11-539	Number of personal days	0	0
11-540	Number of holidays	9	9
11-541	Number of funeral/bereavement days	2-5	2-5
11-542	Number of other days	0	0

Paid Time Off Per Year - Part-Time Support Staff

11-543	Number of vacation days	10-20	10-20
11-544	Number of sick days	0	0
11-545	Number of personal days	0	0
11-546	Number of holidays	9	9
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, locked, or automatic calculations. If prefilled information is incorrect, please contact the LDO office.

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
12-042	Clinton Public Library	0	0
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
12-093	Jackson County Public Library	0	0
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
12-144	Muncie-Center Township Public Library	0	0
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
12-195	Speedway Public Library	0	0
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	TOTAL PLAC Loans	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).

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.

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

13-003 Does your library comply with other Indiana laws that affect municipal corporations? Yes Yes

13-004 If the answer to 13-003 is NO, explain:

13-005 Does your library comply with all federal laws affecting employment practice? Yes Yes

13-006 If the answer to 13-005 is NO, explain:

13-007 Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes? Yes Yes

13-008 If the answer to 13-007 is NO, explain:

13-009 Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone? Yes Yes

13-010 If the answer to 13-009 is NO, explain:

13-011 Do the library board and the director maintain separate functions? Yes Yes

13-012 Is the board responsible for governance and policy? Yes Yes

13-013 Is the director responsible for administration, operation and management of the library? Yes Yes

13-014 Does the director work full-time? Yes Yes

13-015 Does the director have the required certification under 590 IAC 5? (If unsure, check at <https://mylicense.in.gov/EVerification/Search.aspx>) Yes Yes

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 Yes

13-017 An annual schedule of salaries Yes Yes

13-018 A proposed library budget Yes Yes

Personnel Policies

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

13-019 Recruitment? Yes Yes

13-020 Selection? Yes Yes

13-021 Appointments? Yes Yes

13-022 Personnel actions? Yes Yes

13-023	Salary administration?	Yes	Yes
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	2022
13-038	What year does your current long-range plan end?	2024	2024
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
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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
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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
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13-053	Does your library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?	Yes	No
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13-054 If the answer to 13-053 is YES, please list libraries with which you have reciprocal borrowing agreements.
 We follow the Statewide Reciprocal Borrowing Covenants:
<https://www.in.gov/library/files/StatewideRBCovenants.pdf>

13-055	Does your library lend materials using the OCLC resource sharing system?	No	No
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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

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

13-068 Does the library provide computers for the free use of all persons, regardless of residency? Yes Yes

13-069 Does your library provide a means for the public to print and make copies at each location? Yes Yes

Website

Does your library's website include:

13-070 Current hours of operation? Yes Yes

13-071	A physical address (or addresses) for your library?	Yes	Yes
13-072	A map for each fixed location?	Yes	Yes
13-073	A telephone number?	Yes	Yes
13-074	An email address or other means of electronic contact?	Yes	Yes
13-075	A link to INSPIRE.in.gov ?	Yes	Yes
13-076	Publicly posted policies, including, but not limited to, circulation, fees, and internet use?	Yes	Yes
13-076a	Has your internet policy been reviewed by the board in the last year?	Yes	
13-077	A link to the library's online public access catalog?	Yes	Yes
13-078	A calendar or schedule of events and programs, updated at least monthly, including the dates for the library board meetings?	Yes	Yes

14 - Statement of Intent to Comply with Standards

14-001 Please explain any NO answers given in Part 13.

15 - Supplemental Questions

COVID-19 Pandemic's Effect on Library Services in 2022

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 in 2022?	No	Yes
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 in 2022?	Yes	Yes
15-003	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic in 2022?	Yes	Yes
15-004	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic in 2022?	Yes	Yes

15-005	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022?	Yes	Yes
15-006	Did the library intentionally add Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022?	Yes	No
15-007	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic in 2022?	Yes	Yes
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 in 2022?	No	No
15-009	Did the library offer "Take and Make" activities in 2022?	No	Yes
15-009a	Number of "Take and Make" activities distributed (optional)	0	66
15-010	What professional development topic/s would you like ISL to address in training?	I think you all do fine.	
15-011	What's something your library did in the past year that you're proud of?	We finally had an opportunity to take out our book bike in the community at multiple events, including trips to the elementary school, Monon food festival, Monon's Trunk or Treat, and the Monon Christmas parade.	<i>Response has been entered.</i>

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, 2023.



Business/Organization Deposit Rates
effective **2/2/2023** through **2/8/2023**

PRODUCT

CERTIFICATES OF DEPOSIT

TERM	Min. Balance	Interest Rate	A.P.Y.	Interest Credit	Penalty
7 - 31 DAYS	\$ 5,000	0.12%	0.12%	AT MATURITY	Interest earned
3 MONTH	\$ 1,000	0.35%	0.35%	QUARTERLY	2 mo penalty
6 MONTH	\$ 1,000	0.75%	0.75%	QUARTERLY	3 mo penalty
12 MONTH	\$ 1,000	1.05%	1.05%	QUARTERLY	6 mo penalty
18 MONTH	\$ 1,000	1.05%	1.05%	QUARTERLY	9 mo penalty
24 MONTH	\$ 1,000	1.25%	1.26%	QUARTERLY	12 mo penalty
30 MONTH	\$ 1,000	1.25%	1.26%	QUARTERLY	15 mo penalty
36 MONTH	\$ 1,000	1.15%	1.15%	QUARTERLY	18 mo penalty
48 MONTH	\$ 1,000	1.20%	1.21%	QUARTERLY	24 mo penalty
60 MONTH	\$ 1,000	1.50%	1.51%	QUARTERLY	30 mo penalty
17 MONTH Special CD	\$ 5,000.00	3.00%	3.03%	QUARTERLY	9 mo penalty plus \$50.0

INTEREST BEARING BUSINESS CHECKING

\$500,000 or greater	0.05%	0.05%
\$100,000 - \$499,999.99	0.03%	0.03%
\$10,000 - \$99,999.99	0.02%	0.02%
\$9,999.99 or less	0.00%	0.00%

OUR COMMUNITY CHECKING

\$500,000 or Greater	0.07%	0.07%	MONTHLY	Effective 11/1/17
\$100,000 - \$499,999.99	0.03%	0.03%		
\$10,000 - \$99,999.99	0.02%	0.02%		
\$9,999.99 or less	\$5 service charge if minimum balance of \$50 not maintained	0.00%	0.00%	

BUSINESS MONEY MARKET ACCOUNT (ICS MM)

\$100,000.00 or greater	0.45%	0.45%	MONTHLY
\$50,000.00 - \$99,999.99	0.43%	0.43%	
\$25,000.00-\$49,999.99	\$6 service charge if average balance is less than \$2,500	0.36%	0.36%
\$10,000.00-\$24,999.99	0.29%	0.29%	
\$2,500.00-\$9,999.99	0.22%	0.22%	
\$2,499.99 or less	0.05%	0.05%	

PUBLIC FUNDS MONEY MARKET ACCOUNT

\$100,000.00 or greater	0.15%	0.15%	MONTHLY
\$50,000.00 - \$99,999.99	0.10%	0.10%	
\$25,000.00-\$49,999.99	\$6 service charge if average balance is less than \$2,500	0.10%	0.10%
\$10,000.00-\$24,999.99	0.05%	0.05%	
\$2,500.00-\$9,999.99	0.01%	0.01%	
\$2,499.99 or less	0.01%	0.01%	

TRADITIONAL SAVINGS

\$ 300	0.08%	0.08%	QUARTERLY
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Note: The Annual Percentage Yield (APY) assumes interest remains on deposit until maturity and that a withdrawal of interest will reduce earnings.

Interest payment options: Maturity of less than 6 months - at maturity; Maturity over 6 months and CD > \$5,000 - Monthly, Quarterly or Semi-annual

The rate may change after the account is opened on all checking, savings and money market accounts.

Fees could reduce earnings. A penalty may be imposed for early withdrawal on certificate of deposits.

Rates on Certificates of Deposit of \$100,000 or more quoted on request.

For our current rates anytime call our Access Line at **1-800-664-2072** or visit our website at www.myalliancebank.com

Oxford (765) 385-2213 **Otterbein** (765) 583-4437 **Monticello** (574) 583-8885 **Francesville** (219) 567-9151
Monon (219-253-7100 **Rensselaer** (219) 866-8100 **Winamac** (574) 946-7000 **Toll Free** (888) 567-2101



RoDale Electric Service Inc.

402N. Dewey St.
 PO Box 1024
 Monticello, IN 47960
 574-583-9583

Estimate

DATE	ESTIMATE #
1/18/2023	1093521

NAME / ADDRESS
Monon Library PO Box 305 Monon, IN 47959

PROJECT

ITEM	DESCRIPTION	QTY	COST	TOTAL
lamps	LED lamps and fixtures	1	9,523.76	9,523.76
MISC. MATERIA	fittings and hardware	1	280.00	280.00
Labor	Labor	90	65.00	5,850.00
	LED RETROFIT			
QUOTE IS GOOD FOR 30 DAYS			TOTAL	\$15,653.76

MONON TOWN AND TOWNSHIP PUBLIC LIBRARY
INTERNAL CONTROL PROCEDURES
Adopted December 5, 2016
Revised December 9, 2019

Daily Desk Collection

All staff members who work at the front desk collect money for copies, faxes, memorials, and overdue fines. The money is recorded on the daily receipt slip as it is collected. All overdue fines generate a receipt to give to the patron.

Each morning before opening, the money collected the previous day is counted and compared with the previous day's receipt slip and the Indiana Evergreen Reconciliation Report. There will only be a Reconciliation Report if money is collected on behalf of another library. If there is a report, it should be printed off and given to the bookkeeper. The money listed on the Evergreen Reconciliation Report is put in a separate envelope to be deposited into the Evergreen Indiana Pass through Fund. The daily desk collection is recorded in the blue notebook, and the receipt slip is put in the pocket in the notebook. The cash change fund is \$20.00. Each day the money at the front desk begins with \$20.00. Money received the previous day is put in an envelope, initialed by the person counting the money, and then put in the blue cash pouch in the bookkeeper's desk drawer.

The bookkeeper counts the money and deposits the money at the bank. Money is deposited at least once a week or more often, depending on how much money is collected.

Paying bills

The director opens all bills and assigns the payment account.

The bookkeeper enters the claims into the accounting system and prints checks for the treasurer to sign. There must be an invoice for each check.

The bookkeeper prints monthly reports which are reviewed by the director and the library board. The library board approves the payment of claims.

At least one member of the library board checks the invoices against the claims/vouchers.

Payroll

Employees record their hours worked on the time clock.

The bookkeeper compares the hours worked against the work schedule.

The bookkeeper enters the hours into the payroll program and prints checks.

The treasurer signs payroll checks.

The director checks the payroll report.

Petty Cash Fund

The petty cash fund is \$30.

All funds spent from petty cash require a receipt.

The petty cash fund is replenished twice a month for the amount of the receipts on hand.

Treasurer

The treasurer is elected annually by the Library Board.

The treasurer is bonded in accordance to state law in the amount of \$15,000.

The treasurer and the library board president are signatures on the library's bank accounts and certificates of deposit. The president can sign checks **only** if the treasurer is not available.

The library director may transfer funds online as needed between bank accounts.

Safe deposit box

Signatures on the bank safe deposit box are the treasurer, library board president, and the library director. Certificates of deposit will be stored in the safe deposit box.

Library's ledger

The library uses the AVC program for maintaining the library's ledger. The bookkeeper enters all transactions into AVC and prints off reports.

Bank accounts

The Board of Finance selects the library's depositories at their January meeting. Currently, Alliance Bank is the library's only depository.

The bank account balances are reconciled to the ledger balances on a monthly basis by the bookkeeper.

The library director reviews the bank reconciliation.

Annual Internal Control Training Certification

Monon Town and Township Public Library Board Members and Monon Town and Township Public Library Employees

We the duly appointed Board of Trustees for the Monon Town and Township Public Library certify that training concerning internal controls standards and procedures as required by IC 5-11-1-27(g)(2) is in place as of this date for all current employees and that procedures are in place within the library administration for all new employees to receive this required training as part of their new hire orientation process.

February 13, 2023