

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

1. Call to Order
2. Approval of February 13, 2023 Board Meeting & Board of Finance Minutes
3. Claims/Payroll for February 2023 /Treasurer's Report
4. Librarian's Report

5. Personnel Report
 - a. None

6. Old Business
 - a. Alliance Bank CDs

 - b. Light conversion/electrical work

7. New Business
 - a. IT Service Contract

8. Adjournment

The next meeting is Monday, April 10, 2023 at 4PM.

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

Present: Austin Stroud, Lexi Reagan, Stanley Minnick, Clark Raver, Jennifer Annis,

Absent: Desi Kyle, Rosemary Cooley, Julie Hart

Call to Order: Called to order by Clark Raver at 4:00PM.

Minutes - Jennifer Annis made a motion to approve the January 9 board meeting minutes and board of finance meeting minutes and Stanley Minnick seconded. All were in favor, and the motion passed.

Finances/Treasurer's Report - Jennifer Annis made the motion to accept the financial reports, and sign the claims register. Lexi Reagan seconded the motion. All were in favor. The motion passed. .

Librarian's report - 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. Austin is suggesting we move forward with this out of Rainy Day funds for repairs and maintenance. Stanley Minnick made a motion to approve doing this work out of the Rainy Day funds, and Jennifer Annis seconded. All present were in favor and the motion passed.

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. It was agreed to remain closed since it already was approved as a closed holiday for 2023. We will discuss library holidays in general later.

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.

Personnel Report -

None.

Old Business -

None.

New Business -

Alliance Bank CDs - we have several maturing in February. Alliance Bank is currently offering a special on 17-month CDs for 3% interest. Jennifer Annis made a motion to close the maturing CDs and reopen the 17-month CDs with the same signers, and Stanley Minnick seconded. All present were in favor, and the motion passed. Jennifer took the folder of CD paperwork with her, and Austin will contact her and Desi to go to the bank after we have the minutes signed.

Austin shared the annual financial report and the annual state library report. Austin and the Board President, Clark Raver, signed the certification for the state library annual report.

We covered the electrical work as part of the librarian's report.

Austin shared an update to our internal controls policy to reflect having a time clock. The board also wanted this policy updated to reflect who is on each of our accounts, so Austin will add that. Jennifer Annis made a motion to approve this change, and Lexi Reagan seconded. All present were in favor, and the motion passed. The board also signed a certification that we have a policy in place and that all employees have received training.

Stanley Minnick made a motion to adjourn the meeting at 4:38PM and Lexi Reagan seconded. All present were in favor, and the motion passed. The next meeting: Monday, March 13, at 4PM.

Clark Raver, President

Stanley Minnick, Acting Secretary

Register Of Claims
Monon Town & Township Public Library

Report Date: From 2/1/23 To 2/28/23

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	50	Payroll	Operating	Salary of Librarian	\$2,088.65	2/28/23	PAYROLL
			Operating	Salary of Assistants	\$3,976.89		
				Total this claim	\$6,065.54		
0	34	Payroll	Operating	Salary of Librarian	\$2,088.65	2/15/23	PAYROLL
			Operating	Salary of Assistants	\$5,183.92		
				Total this claim	\$7,272.57		
0	33	PERF	Operating	Employee Benefits	\$849.53	2/15/23	PERF Deposit
			PERF	Payroll Withholding	\$0.00		
				Total this claim	\$849.53		
0	49	PERF	Operating	Employee Benefits	\$728.31	2/28/23	PERF Deposit
			PERF	Payroll Withholding	\$0.00		
				Total this claim	\$728.31		
0	66	Alliance Bank	Operating	Other Services and Charges	\$12.40	2/28/23	Service Charge Direct Deposit
				Total this claim	\$12.40		
0	51	Indiana Dept. of Revenue	STATE	Payroll Withholding	\$444.40	2/28/23	State and County Tax Deposit
			COUNTY	Payroll Withholding	\$275.37		
				Total this claim	\$719.77		
0	52	Internal Revenue Service	Operating	Employee Benefits	\$826.97	2/28/23	Federal Tax Deposit
			Operating	Employee Benefits	\$193.42		
			FEDERAL	Payroll Withholding	\$1,015.08		
			FICA	Payroll Withholding	\$826.97		
			MEDICARE	Payroll Withholding	\$193.42		
				Total this claim	\$3,055.86		
23554	35	AdTec Inc.	Operating	Other Services and Charges	\$345.00	2/15/23	E-Rate Funding year 2023
				Total this claim	\$345.00		

<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>
23555	36	Amazon Capital Services, Inc.	Operating	Books	\$40.39	2/15/23	
			Operating	Library Supplies	\$182.16		
			Operating	Cleaning and Sanitation Supplie	\$97.47		
			Operating	Furniture and Equipment	\$437.98		
				Total this claim	\$758.00		
23556	37	ARAB TERMITE & PEST CONT	Operating	Other Services and Charges	\$57.00	2/15/23	
				Total this claim	\$57.00		
23557	38	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$2,937.68	2/15/23	
				Total this claim	\$2,937.68		
23558	39	Baker & Taylor	Operating	Books	\$1,376.00	2/15/23	
				Total this claim	\$1,376.00		
23559	40	Baker & Taylor	Operating	Other Services and Charges	\$1,798.50	2/15/23	TS360
				Total this claim	\$1,798.50		
23560	41	Cardinal Office Products	Operating	Other Services and Charges	\$95.00	2/15/23	RICOH Digital color leasing
				Total this claim	\$95.00		
23561	42	Demco	Operating	Library Supplies	\$358.81	2/15/23	
				Total this claim	\$358.81		
23562	43	Laura E. Burcham	Operating	Salary of Custodian	\$160.00	2/15/23	Feb 1-15
				Total this claim	\$160.00		
23563	44	ENA Services LLC	Operating	Communication and Transportati	\$253.08	2/15/23	
				Total this claim	\$253.08		
23564	45	Midwest Tape, LLC	Operating	Nonprint Materials	\$141.19	2/15/23	
				Total this claim	\$141.19		
23565	46	Monon Telephone Co.	Operating	Communication and Transportati	\$174.37	2/15/23	
				Total this claim	\$174.37		

<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>
23566	47	Monon Utilities	Operating	Utility Services Total this claim	<u>\$71.56</u> \$71.56	2/15/23	
23567	48	NIPSCO	Operating	Utility Services Total this claim	<u>\$1,737.51</u> \$1,737.51	2/15/23	
23568	53	Center Point Large Print	Operating	Books Total this claim	<u>\$254.50</u> \$254.50	2/28/23	
23569	54	AVC Technology Corporation	Operating	Other Services and Charges Total this claim	<u>\$1,119.62</u> \$1,119.62	2/28/23	Time Clock software
23570	55	Baker & Taylor	Operating	Books Total this claim	<u>\$277.13</u> \$277.13	2/28/23	
23571	56	CENGAGE Learning/ Gale	Operating	Books Total this claim	<u>\$151.15</u> \$151.15	2/28/23	
23572	57	Demco	Operating	Library Supplies Total this claim	<u>\$87.60</u> \$87.60	2/28/23	
23573	58	Five Star Plumbing, LLC	Operating	Repairs and Maintenance Total this claim	<u>\$373.50</u> \$373.50	2/28/23	
23574	59	Hoots to Howis Wildlife Rehab In	Memorial/Gift Fund	Memorial Total this claim	<u>\$200.00</u> \$200.00	2/28/23	Wildlife Education program
23575	60	Laura E. Burcham	Operating	Salary of Custodian Total this claim	<u>\$160.00</u> \$160.00	2/28/23	Feb. 16-28
23576	61	Midwest Tape, LLC	Operating	Nonprint Materials Total this claim	<u>\$299.37</u> \$299.37	2/28/23	
23577	62	Monon Chamber of Commerce	Operating	Dues, Interest, Taxes Total this claim	<u>\$40.00</u> \$40.00	2/28/23	Dues

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
23578	63	TK Elevator Corporation	Operating	Repairs and Maintenance	\$670.04	2/28/23	
				Total this claim	<u>\$670.04</u>		
23579	64	WT.COX Information Services	Operating	Periodicals and Newspapers	\$15.96	2/28/23	
				Total this claim	<u>\$15.96</u>		
23580	65	VISA	Operating	Library Supplies	\$66.41	2/28/23	
			Operating	Furniture and Equipment	\$34.99		
			Annie Horton Advisory	Other	\$225.48		
				Total this claim	<u>\$326.88</u>		

Total Amount of Claims \$32,943.43

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, March 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 March, 2023.

SIGNATURES OF GOVERNING BOARD

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

Bank Balances

Date Printed: 3/1/23

Monon Town & Township Public Library

Report Dates = 2/1/23 to 2/28/23

<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	\$105,661.04	\$21,871.63	\$32,943.43	\$94,589.24
2 Alliance Bank 93548	\$297,077.14	\$337,119.82	\$64.00	\$0.00	\$337,183.82
3 Alliance Bank 93556	\$172,391.76	\$212,418.05	\$39.56	\$0.00	\$212,457.61
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,133,675.77	\$1,115,198.91	\$21,975.19	\$32,943.43	\$1,104,230.67

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 = **2/1/23 to 2/28/23**

<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	\$29,762.71	\$142,195.34	\$15,425.50	\$31,305.01	\$330,884.20
Subtotal	\$441,774.53	\$29,762.71	\$142,195.34	\$15,425.50	\$31,305.01	\$330,884.20
2. Special Revenue						
200 Memorial/Gift Fund	\$5,339.62	\$200.00	\$200.00	\$80.62	\$101.31	\$5,240.93
201 Rainy Day Fund	\$371,164.88	\$0.00	\$0.00	\$56.44	\$40,085.72	\$411,250.60
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	\$3,617.83	\$3,617.83	\$3,617.83
276 Annie Horton Advisory Grant Fund	\$1,333.74	\$225.48	\$225.48	\$0.00	\$0.00	\$1,108.26
277 Indiana Humanities Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 CARES Grant Fund	\$2,000.00	\$0.00	\$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	\$425.48	\$2,425.48	\$3,754.89	\$43,804.86	\$421,217.62
4. Capital Projects						
400 Library Improvement Reserve Fund	\$311,948.10	\$0.00	\$0.00	\$39.56	\$40,065.85	\$352,013.95
Subtotal	\$311,948.10	\$0.00	\$0.00	\$39.56	\$40,065.85	\$352,013.95
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	\$1,015.08	\$2,103.17	\$1,015.08	\$2,103.17	\$0.00
804 FICA	\$0.00	\$826.97	\$1,717.83	\$826.97	\$1,717.83	\$0.00
805 MEDICARE	\$0.00	\$193.42	\$401.76	\$193.42	\$401.76	\$0.00
806 STATE	\$0.00	\$444.40	\$922.22	\$444.40	\$922.22	\$0.00
807 COUNTY	\$0.00	\$275.37	\$576.32	\$275.37	\$576.32	\$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	\$2,755.24	\$5,721.30	\$2,755.24	\$5,721.30	\$114.90
Grand Total	\$1,133,675.77	\$32,943.43	\$150,342.12	\$21,975.19	\$120,897.02	\$1,104,230.67

Total all banks = \$1,104,230.67

Monon Town & Township Public Library

Report Dates = 2/1/23 to 2/28/23

Receipt Summaries for :			100	Operating
<i>Account</i>		<i>This Month</i>		<i>YTD</i>
109	HONEY CREEK CARDS			\$490.00
110	LIBERTY TOWNSHIP CARDS	\$2,000.00		\$2,000.00
130	FINES AND FEES	\$114.60		\$200.80
132	COPIES	\$88.21		\$212.12
152	LOCAL INCOME TAX (LIT)	\$13,162.67		\$26,325.34
156	LOF SAVINGS INTEREST	\$6.94		\$19.65
157	LOF INTEREST FROM CD	\$50.42		\$50.42
158	LOF CHECKING INTEREST	\$2.66		\$6.68
701	INTERFUND TRANSFER			\$2,000.00
			<u>\$15,425.50</u>	<u>\$31,305.01</u>

Receipt Summaries for :			200	Memorial/Gift Fund
<i>Account</i>		<i>This Month</i>		<i>YTD</i>
302	MEMORIAL FUND RECEIPT	\$80.00		\$100.00
303	MEMORIAL GIFT FUND INTEREST	\$0.62		\$1.31
			<u>\$80.62</u>	<u>\$101.31</u>

Receipt Summaries for :			201	Rainy Day Fund
<i>Account</i>		<i>This Month</i>		<i>YTD</i>
156	LOF SAVINGS INTEREST	\$31.23		\$31.23
701	INTERFUND TRANSFER			\$40,000.00
923	RAINY DAY INTEREST			\$29.28
924	RAINY DAY INTEREST FROM CD	\$25.21		\$25.21
			<u>\$56.44</u>	<u>\$40,085.72</u>

Receipt Summaries for :			226	State Technology Fund Grant F
<i>Account</i>		<i>This Month</i>		<i>YTD</i>
823	STATE TECH FUND GRANT FUND	\$3,617.83		\$3,617.83
			<u>\$3,617.83</u>	<u>\$3,617.83</u>

Receipt Summaries for :			400	Library Improvement Reserve F
<i>Account</i>		<i>This Month</i>		<i>YTD</i>

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

405	LIRF SAVINGS INTEREST		\$24.44	\$50.73
406	LIRF INTEREST FROM CD		\$15.12	\$15.12
701	INTERFUND TRANSFER			\$40,000.00
			<u>\$39.56</u>	<u>\$40,065.85</u>

Receipt Summaries for :		803	FEDERAL	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$1,015.08	\$2,103.17
			<u>\$1,015.08</u>	<u>\$2,103.17</u>

Receipt Summaries for :		804	FICA	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$826.97	\$1,717.83
			<u>\$826.97</u>	<u>\$1,717.83</u>

Receipt Summaries for :		805	MEDICARE	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$193.42	\$401.76
			<u>\$193.42</u>	<u>\$401.76</u>

Receipt Summaries for :		806	STATE	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$444.40	\$922.22
			<u>\$444.40</u>	<u>\$922.22</u>

Receipt Summaries for :		807	COUNTY	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$275.37	\$576.32
			<u>\$275.37</u>	<u>\$576.32</u>

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

Printed On Wednesday, March 1, 2023

Appropriation Report for 100 Operating

Monon Town & Township Public Library

Report Date: From 2/1/23 To 2/28/23

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	\$8,354.60	\$43,645.40	83.9
1.02 Salary of Assistants	\$115,000.00	\$0.00	\$115,000.00	\$9,160.81	\$19,351.95	\$95,648.05	83.2
1.03 Salary of Custodian	\$7,500.00	\$0.00	\$7,500.00	\$320.00	\$640.00	\$6,860.00	91.5
1.04 Employee Benefits	\$64,000.00	\$0.00	\$64,000.00	\$5,535.91	\$11,281.87	\$52,718.13	82.4
Subtotal	\$238,500.00		\$238,500.00	\$19,194.02	\$39,628.42	\$198,871.58	83.4
2. Supplies							
2.02 Cleaning and Sanitation Supplies	\$2,750.00	\$0.00	\$2,750.00	\$97.47	\$97.47	\$2,652.53	96.5
2.04 Library Supplies	\$6,250.00	\$0.00	\$6,250.00	\$694.98	\$1,295.41	\$4,954.59	79.3
Subtotal	\$9,000.00		\$9,000.00	\$792.45	\$1,392.88	\$7,607.12	84.5
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	\$427.45	\$959.46	\$11,340.54	92.2
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	\$1,809.07	\$3,552.27	\$18,447.73	83.9
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$1,043.54	\$3,962.49	\$16,037.51	80.2
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	\$40.00	\$40.00	\$1,210.00	96.8
3.09 Other Services and Charges	\$18,000.00	\$0.00	\$18,000.00	\$3,427.52	\$8,717.09	\$9,282.91	51.6
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	\$6,747.58	\$17,231.31	\$78,318.69	82.0
4. Capital Outlays							
4.02 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$472.97	\$472.97	\$14,527.03	96.8
4.03 Books	\$23,000.00	\$0.00	\$23,000.00	\$2,099.17	\$2,960.76	\$20,039.24	87.1
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$15.96	\$15.96	\$3,484.04	99.5
4.05 Nonprint Materials	\$12,000.00	\$0.00	\$12,000.00	\$440.56	\$493.04	\$11,506.96	95.9
Subtotal	\$53,500.00		\$53,500.00	\$3,028.66	\$3,942.73	\$49,557.27	92.6
Grand Total	\$396,550.00	\$0.00	\$396,550.00	\$29,762.71	\$62,195.34	\$334,354.66	84.3

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 2/1/23 To 2/28/23

<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>
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 2/1/23 To 2/28/23

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>I. 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.

Librarian's Report – March 13, 2023

This past month has been busy. We had another company look at the electrical work. We're hoping to have this done sometime in April. They said that we'll get an additional 5% discount if we pay with our credit card. You'll see the types of lights later on the agenda. Our card only has a \$5,000 limit at the moment, so Austin plans to reach out to the bank to see if we can get that increased to \$20,000 or so if the board approves. Last month, it was already approved to move forward with this out of the Rainy Day fund.

Austin met with AVC again to discuss IT service through them. We have discussed this before, and it is costly, but it is needed. You'll see that later on the agenda, but Austin is recommending that we go with the cost that includes the advanced security services for \$1184/month. An onboarding fee of the same amount also would apply. If we wait until the last six months of the year to implement this, it would cost us \$8,288 in 2023. We may have additional cost to replace our server, but besides the automatic doors we don't have any other costs coming out of LIRF for repairs/maintenance. We should have just enough to cover this. Austin can build into the 2024 budget.

The phone in the elevator stopped working, but the phone company was able to get that going again. It was discovered when the elevator company came by to do an annual test. We'll be billed for the phone company coming down to fix it.

ENA (Internet provider) negotiated a new contract with the State Library that will allow us to increase our Internet speeds from 50mbps to 500mbps for the next few years. We may have to drop down again for the next contract, but we'll enjoy it while it lasts. Even with this increase, our bill will go down about \$100/month.

We're still waiting on the water issue in the front entrance to be addressed. I've followed up a few times, but haven't gotten anywhere else with it (so the automatic doors can't be fixed yet).

From Barbara: The Reading Outreach program will be starting at the Elementary school on March 7, 2023. This program will continue through the end of April. The after school Library Club and Pre-School Story time will also continue through April.

Kim Hoover, from Hoots to Howls Wildlife Rehabilitator, held a program for children and adults on Thursday, March 1. There were 23 in attendance. Kim brings raptors who act as educational ambassadors. The children and adults are amazed at the facts that they learn and Kim is always hoping to spark the interest of a youth in the audience.

The planning for the Summer Reading program is already underway. Our theme this year will be, "It's a Star-Spangled Summer- Read!" It will go from June 1 through July 6. During the Summer Reading program we will be hosting "Silly Safaris" on Saturday, June 3rd @ 11:00 am and "Roz Puppets" on July 6. The "Silly Safaris" program will also be available to the community during the Food Fest Festival.

Collection Area	February 2023 Circulation	February 2022 Circulation	February 2021 Circulation
Adult Fiction	262	197	169
Adult Non-Fiction	111	46	41
Adult/Juvenile DVDs/Videos	126	154	119
Adult/Juvenile Audiobooks	1	6	5
Magazines	32	22	33
Juvenile Fiction	215	80	48
Juvenile Non-Fiction	48	2	4
Young Adult/Teen	20	15	15
Video Games	33	0	1
Hoopla	53	25	26
Overdrive (ebooks/e-audio)	211	146	275
Hotspots	17	11	0
Library of Things	0	0	0
Total Circulation (# of checkouts)	1129	704	736



4820 23rd Ave S Suite 200 Fargo, ND 58104
1-800-632-8527 WWW.MEBULBS.COM

PRICE QUOTE

Valid for 30 days from

Date:	03-09-2023
Job/Ref #:	41660744

Bill To:
SAME

Ship To:
MONON LIBRARY
427 N MARKET ST
ATTN AUSTIN STROUD
MONON IN 47959-9799

Email: ASTROUD@MONON.LIB.IN.US

Rep: RAY HOOPER

Phone: (219) 253-6517

Email: RHOOPER@MEBULBS.BIZ

Fax:

Phone: (219) 789-2712

Line	Qty	Code	Description	Price	Total
1	32	CLB245	L16.5T8/4FT/5K/BYP SE-DE/SG/DLC 7YR	20.00	640.00
2	44	CM3545	54WT30/360/50K/MOG/120-277V/7YR	85.00	3,740.00
3	2	CFC505	50W FULL-CUTOFF WALLPACK/50K/120-277V/7YR	185.00	370.00
4	1	CFP924	25W MINI WALLPACK /BLACK/40K/PHOTCELL/120-277V 7YR	110.00	110.00
5	122	CBU135	LU13T8/U6/5K/DI-BYP 7YR	25.00	3,050.00
				Total:	7,910.00

Terms/Notes: Free freight on orders over \$2000 if items are 4' or less and \$3000 if any item is over 4'

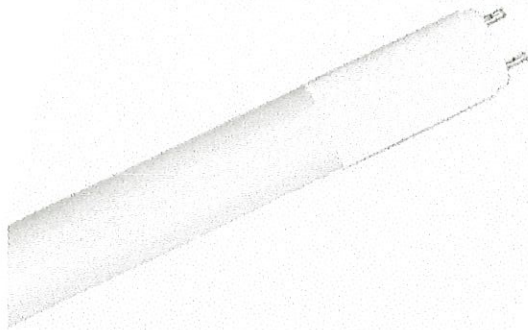
CLB245 - 4FT LEDS FOR OFFICES, ELEVATOR, DISPLAY CASE, FURNACE ROOM AND COMPUTER ROOM
 CM3545 - COB LIGHTS FOR CHANDELIERS, WALL SCENTS AND OUTSIDE LAMP POLES
 CFC505 - TO REPLACE THE OUTSIDE WALL LIGHTS IN THE BACK BUILDING WHERE EMPLOYEES PARK. THESE LIGHTS WILL ONLY LUMINATE UP TO THE CARS AND NOT PAST THE ALLEY..... THEY CAN ALSO BE FITTED WITH DUSK TO DAWN OR MOTION SENSORS (30% DIMMING) WHEN NOT IN USE
 CFP924 - TO REPLACE THE OUTSIDE WALL LIGHT IN STAIRWAY IN BACK OF BUILDING
 CBU135 - U BEND LED LIGHTS TO REPLACE ALL THE FLOURESCENT U BENDS IN THE 2X2 TROFFERS DOWNSTAIRS

I AM ESTIMATING LABOR COSTS TO BE BETWEEN \$8000 AND \$12,000.00
 TOTAL NIPSCO REBATE CURRENTLY IS \$6810.00. IF NIPSCO APPROVES A 20% INCREASE ADDITIONAL REBATE ADD ON WOULD BE \$1362.00
 YEARLY ENERGY SAVINGS WOULD BE SIGNIFICANT \$5000.00 ESTIMATED PER YEAR. THE BIGGEST BENEFIT WOULD BE THE CHANDELIERS, GOING FROM 435 WATT TO 54 WATTS.

Thank you for your business!

4ft Replacements

MEBULBS
PREMIUM QUALITY LIGHTING®



CLB245 LT. COMMERCIAL • 7YR
LED DUAL POWER LINEAR T8
INTERNAL DRIVER LAMP-STYLE RETROFIT KITS
(UL TYPE B)

FEATURES

Our T8 LED tube lamp provides exceptional LED lighting with reduced energy and maintenance costs. The linear LED does not use a fluorescent ballast to work; instead they feature a built-in universal line voltage driver, making it a top of the line replacement for standard fluorescent lamps.


SINGLE OR DOUBLE ENDED DIRECT WIRE

- No ballast required, lamp runs off main
- Dual wiring capabilities (single or double-ended)
- Lamp works by any two pins in line voltage
- Wide beam design - 240° light emitting area
- Exceptional efficacy
- ETL Sanitation Listed (NSF-2)
- Suitable for both Shunted and Non-Shunted Sockets

ELECTRICAL

Wattage	16.5W
Voltage	120-277V
Current	0.31mA
Power Factor	0.9
Total Harmonic Distortion (THD)	16.9

LIGHTING PERFORMANCE

Lumens	2400
Lumens Per Watt (Lm/W)	132
Color Temperature (CCT)	5000K
Color Rendering (CRI)	83
R9 (Red Value)	9
R13 (Skin Tones)	83
Beam Angle	160°
Light Distribution	Type II, Very Short
Dimmable Lighting Control	

ENVIRONMENT

Operating Temperature	-4° ~ 113°F
Suitable Location	DAMP
Ingress Protection Rating	IP20
Suitable Fixture Type	Enclosed

LIFESPAN

Average Life (Hours)	50,000
Warranty (Years)	7

COMPONENTS

LED Light Source	Samsung
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CONSTRUCTION

Housing	Glass / Plastic End Caps
Lens	Frosted / Safety Coated
Base / Power Supply	G13 - Medium Bi Pin

QUALIFICATIONS

Manufacturer Model #	91329
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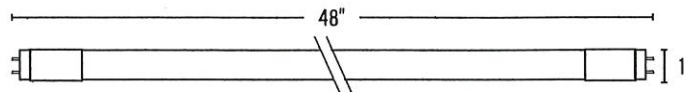
Manufactured by P.Q.L., Inc. • Published lumens on LED products are approximate and may vary slightly.

CLB245 LT. COMMERCIAL • 7YR
LED DUAL POWER LINEAR T8



DIMENSIONS (Inches)

Length (MOL)	48"
Width/Diameter (MOD)	1"
Weight (Lbs)	--



Line drawings may not be to scale and are for general reference only.

PACKAGING		UPC	DIMENSIONS (LxWxH)	GROSS WEIGHT (Lbs)
Master Carton	25	10899645001766	--	--
Individual Box	1	899645001769	--	--
Country of Origin	China			
HS Tariff	9405.40.8200			

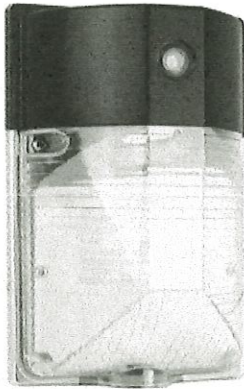
ORDERING

ITEM#	DESCRIPTION	CASE
CLB245	LED 4' 16.5WT8/50K/FR/DUAL POWER/SAFETY COATED/V5 CEE	25

Manufactured by P.Q.L., Inc. - Manufacturer Model # 91329

OUTSIDE Back

MEBULBS
PREMIUM QUALITY LIGHTING®



**CFP924 XTREME DUTY • 7YR
LED MINI WALL PACK**
OUTDOOR WALL-MOUNTED AREA LUMINAIRES

FEATURES

- Easy installation
- Replaces 50W HID
- With photo cell
- Sealed die-casting profile for outdoor applications.
- Polycarbonate optical lens with UV stabilizers.


APPLICATION

Ideal for security, pathway and perimeter lighting, building entry ways and walkways.

ELECTRICAL

Wattage	25W
Voltage	120-277V
Current	--
Power Factor	0.9
Total Harmonic Distortion (THD)	--

LIGHTING PERFORMANCE

Lumens	2600
Lumens Per Watt (Lm/W)	104
Color Temperature (CCT)	4000K
Color Rendering (CRI)	70
R9 (Red Value)	--
R13 (Skin Tones)	--
Beam Angle	180°
Light Distribution	Type III, Very Short
Dimmable Lighting Control	

ENVIRONMENT

Operating Temperature	-13° ~ 104°F
Suitable Location	WET
Ingress Protection Rating	IP65

LIFESPAN

Average Life (Hours)	50,000
Warranty (Years)	7

COMPONENTS

LED Light Source	LUXEON 3030 2D
Driver	52108

CONSTRUCTION

Housing	Aluminum Alloy / PC
Lens	Clear
Base / Power Supply	Hard Wired
Finish	Black

QUALIFICATIONS

Manufacturer Model #	L-MWP-25-40K-B-PC2
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Manufactured by P.Q.L., Inc. • Published lumens on LED products are approximate and may vary slightly.

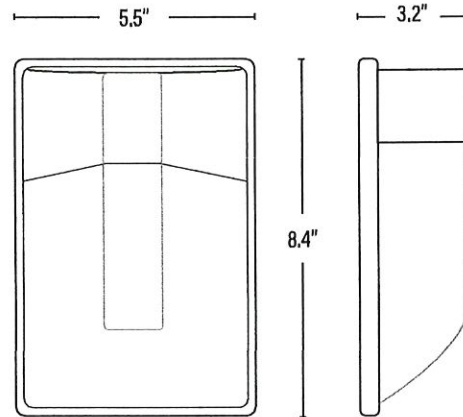
CFP924 XTREME DUTY • 7YR LED MINI WALL PACK



DIMENSIONS (Inches)

Length	5.5"
Width/Diameter	3.2"
Height	8.4"
Weight (Lbs)	2.67

Line drawings may not be to scale and are for general reference only.



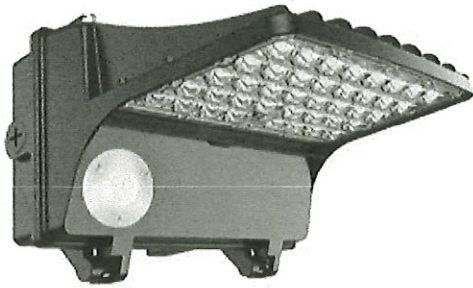
PACKAGING		UPC	DIMENSIONS (LxWxH)	GROSS WEIGHT (Lbs)
Master Carton	12	10811768026501	--	--
Individual Box	1	811768026504	--	--
Country of Origin	China			
HS Tariff	9405.40.6000			

ORDERING

ITEM#	DESCRIPTION	CASE
CFP924	LED MINI WALL PACK/BLACK/25W/CL/40K/PHOTO CELL/120-277V	12

Manufactured by P.Q.L., Inc. - Manufacturer Model # L-MWP-25-40K-B-PC2

OUTSIDE Back



CFC505 XTREME DUTY • 7YR LED STEALTH™ CUTOFF WALL PACK
OUTDOOR NON-CUTOFF AND SEMI-CUTOFF WALL-MOUNTED AREA LUMINARIES

FEATURES

- Replaces 100-250W traditional HID wall packs
- Durable weather resistant, die casting housing
- UV resistant polycarbonate optical lens
- Light weight
- Easy installation

APPLICATION

Ideal for security, walkways and perimeter lighting.

ELECTRICAL

Wattage	49W
Voltage	120-347V
Current	0.68A
Power Factor	0.9
Total Harmonic Distortion (THD)	18.3

LIGHTING PERFORMANCE

Lumens	6519
Lumens Per Watt (Lm/W)	133
Color Temperature (CCT)	5000K
Color Rendering (CRI)	70
R9 (Red Value)	N/A
R13 (Skin Tones)	N/A
Beam Angle	Type III
Light Distribution	Type II, Short
BUG Rating 120-277V (Backlight, Uplight, and Glare)	B1 - U3 - G1
BUG Rating 347V (Backlight, Uplight, and Glare)	B1 - U2 - G1

Dimmable Lighting Control



ENVIRONMENT

Operating Temperature	-22° ~ 113°F
Suitable Location	WET
Ingress Protection Rating	IP65

LIFESPAN

Average Life (Hours)	50,000
Warranty (Years)	7

COMPONENTS

LED Light Source	LumiLED 3030
Driver	WP-HHA-050B

CONSTRUCTION

Housing	Die-Cast Aluminum
Lens	PC
Base / Power Supply	Hard Wired
Finish	Bronze

QUALIFICATIONS

Model Number	STLWP-50-347-[D,P,M]-50K
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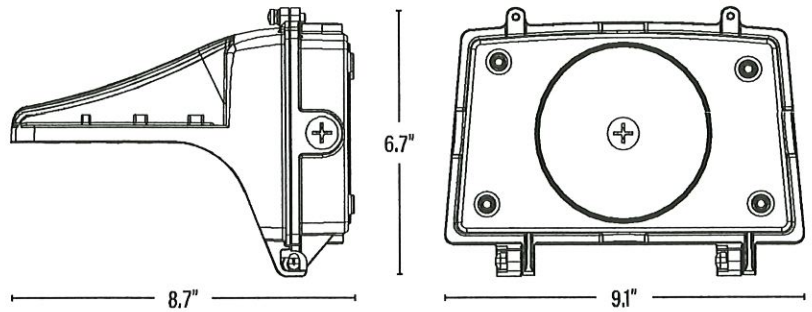
Manufactured by P.Q.L., Inc. - Published lumens on LED products are approximate and may vary slightly. - Specifications are subject to change without notice.

CFC505 XTREME DUTY • 7YR LED STEALTH™ CUTOFF WALL PACK



DIMENSIONS (Inches)

Length	8.7"
Width	9.1"
Height	6.7"
Net Weight (Lbs)	3.9



PACKAGING

		UPC	DIMENSIONS (LxWxH)	GROSS WEIGHT (Lbs)
Master Carton	1	811768029314	10.2" x 7.9" x 10.4"	5
Country of Origin	China			
HS Tariff	9405.10.6020			

ORDERING

ITEM#	DESCRIPTION	CASE
CFC505	LED STEALTH™ FULL CUTOFF WALL PACK 50W/50K/120-347V/BRONZE	1

Manufactured by P.Q.L., Inc. - Manufacturer Model # STLWP-50-347-[D,P,M]-50K

ACCESSORIES

LFC002	MICROWAVE MOTION SENSOR FOR LED STEALTH™ FULL CUTOFF WALL PACK/12-24vDC	200
LFC004*	EM BATTERY FOR LED STEALTH™ FULL CUTOFF WALL PACK 4W/90 MIN/120-277V	50

ADDITIONAL INFORMATION:

*Make sure voltage does not exceed the rating of the accessory.

Note: To prevent water damage which may shorten the life of an exterior mounted fixture; the fixture should be properly weather sealed according to the installation instructions or between the fixture base and mounting surface. Damage due to improper installation may void the warranty.

Handing Lights
Wall Lights

MEBULBS
PREMIUM QUALITY LIGHTING®



**CM3545 XTREME DUTY • 7YR
LED HIGH WATTAGE 360° LAMP**
REPLACEMENT LAMPS FOR OUTDOOR POLE/ARM
MOUNTED DECORATIVE LUMINAIRES (TYPE B)

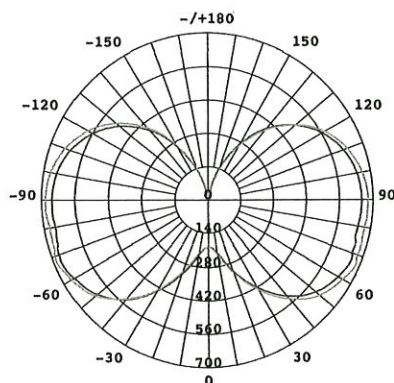
FEATURES

- Environmentally friendly; uses less energy than a traditional lamp.
- 360° optical design that provides even light distribution.
- High Voltage Surge Protection (6KV).
- Hollow heat sink for increased cooling air flow.
- High lumen output.
- Silicone gaskets.

APPLICATION

Replacement lamps for top post, high bays, parking lots and street lighting.

LIGHT DISTRIBUTION CURVE



ELECTRICAL	LAMP	SYSTEM POWER
Wattage		54W
Voltage		120-277V
Current		0.54A
Power Factor		0.9
Total Harmonic Distortion (THD)		12.7

LIGHTING PERFORMANCE		
Lumens	7020	6273
Lumens Per Watt (Lm/W)	130	116
Color Temperature (CCT)		5000K
Color Rendering (CRI)		82
R9 (Red Value)		N/A
R13 (Skin Tones)		N/A
Beam Angle		360°
Light Distribution		Type VS
Dimmable Lighting Control		

ENVIRONMENT		
Operating Temperature		-40° ~ 122°F
Suitable Location		DAMP
Ingress Protection Rating		IP63
Suitable Fixture Type		Enclosed

LIFESPAN		
Average Life (Hours)		50,000
Warranty (Years)		7

COMPONENTS		
LED Light Source		JuFei 2835

CONSTRUCTION		
Housing		Aluminum / PC
Lens		Clear
Base / Power Supply		E39 - Mogul

QUALIFICATIONS		
Manufacturer Model #		91581



Manufactured by P.Q.L., Inc. • Published lumens on LED products are approximate and may vary slightly.

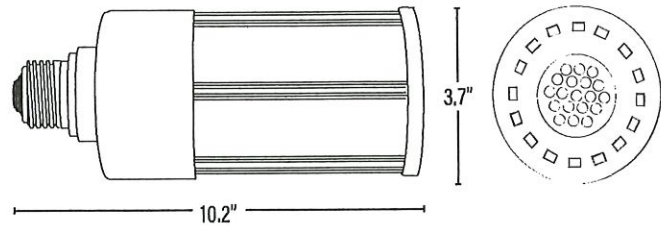
CM3545 XTREME DUTY • 7YR LED HIGH WATTAGE 360° LAMP



DIMENSIONS (Inches)

Length (MOL)	10.2"
Width/Diameter (MOD)	3.7"
Weight (Lbs)	--

Line drawings may not be to scale and are for general reference only.



PACKAGING		UPC	DIMENSIONS (LxWxH)	GROSS WEIGHT (Lbs)
Master Carton	12	10811768028512	18" x 13.5" x 13"	--
Individual Box	1	811768028515	4.3" x 4.3" x 12.2"	--
Country of Origin	China			
HS Tariff	9405.40.8200			

ORDERING

ITEM#	DESCRIPTION	CASE
CM3545	LED 54WT30/360°/CL/50K/MOG/120-277V	12

Manufactured by P.Q.L., Inc. - Manufacturer Model # 91581

ADDITIONAL INFORMATION:

TOP VIEW



2x4 Fixtures



CBU135 XTREME DUTY • 7YR
LED LINEAR BALLAST BYPASS T8/U6
 DUAL MODE INTERNAL DRIVER
 (UL TYPE A AND TYPE B)

FEATURES

The LED T8 Ballast Bypass SE/DE U6 lamp provides exceptional lighting with reduced energy and maintenance costs. The special tube can work with or without a ballast, making it a top-of-the-line replacement for standard fluorescent lamps.

DIRECT WIRE OR DIRECT INSTALL

Simple rewiring installation allows lamps to run off main (or use it with an instant start ballast as a plug and go).

- Thermal fuse - for added safety
- Exceptional efficacy
- U6 will work with shunted and non-shunted sockets
 (See note under additional information)

****Not suitable for dimming or emergency ballasts.**

ELECTRICAL	LAMP	SYSTEM POWER
Wattage	13W	16W
Voltage	120-277V	
Power Factor	0.9	
Total Harmonic Distortion (THD)	20	

LIGHTING PERFORMANCE

Lumens	2000	
Lumens Per Watt (Lm/W)	125	
Color Temperature (CCT)	5000K	
Color Rendering (CRI)	83	
R9 (Red Value)	5.3	
R13 (Skin Tones)	84	
Beam Angle	160°	
Light Distribution	Type VS	
BUG Rating (Backlight, Uplight, and Glare)	2 Lamp	B1 - U2 - G1
Dimmable Lighting Control		

ENVIRONMENT

Operating Temperature	-4° ~ 113°F	
Suitable Location	DAMP	
Ingress Protection Rating	IP20	
Suitable Fixture Type	Enclosed	

LIFESPAN

Average Life (Hours)	50,000	
Warranty (Years)	7	

COMPONENTS

LED Light Source	Samsung SPMWH1228	
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CONSTRUCTION

Housing	PC / Plastic End Caps	
Lens	Frosted	
Base / Power Supply	G13 - Medium Bi Pin	

QUALIFICATIONS

Manufacturer Model #	90441	
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Visit www.designlights.org/search to confirm qualification. • DLC® lists the wattage of the system power. • Published lumens on LED products are approximate and may vary slightly.

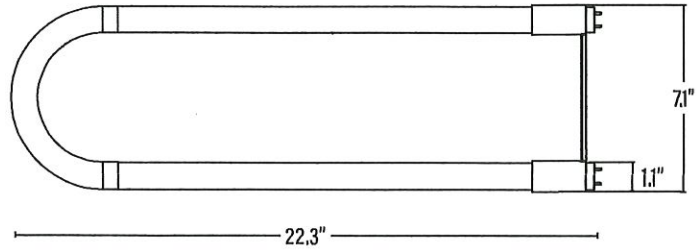
CBU135 XTREME DUTY • 7YR
LED LINEAR BALLAST BYPASS T8/U6



DIMENSIONS (Inches)

Length	22.3"
Width/Diameter	1"
Weight (Lbs)	0.9

Line drawings may not be to scale and are for general reference only.



PACKAGING

		UPC	DIMENSIONS (LxWxH)	GROSS WEIGHT (Lbs)
Master Carton	12	10811768021476	--	--
Individual Box	1	811768021479	23" x 7.2" x 1.1"	--
Country of Origin	China			
HS Tariff	8539.50.0010			

ORDERING

ITEM#	DESCRIPTION	CASE
CBU135	LED 13WT8/U6/50K/FR - SE/DE	12

Manufactured by P.Q.L., Inc. - Manufacturer Model # 90441

ADDITIONAL INFORMATION:

- In direct wire application; shunted sockets use double ended wiring only and non-shunted can use either single or double ended wiring. Please refer to install instructions for further details.



GALACTIC
ADVISORS

RESULTS FOR:

Monon Public Library



BACKUPS



ACCOUNTS



M365



PATCHES



ANTIVIRUS



FIREWALLS



EDUCATION



ENCRYPTION



SURVEILLANCE

RESULTS FOR:

Monon Public Library



BACKUPS



ACCOUNTS



M365



PATCHES



ANTIVIRUS



FIREWALLS



EDUCATION

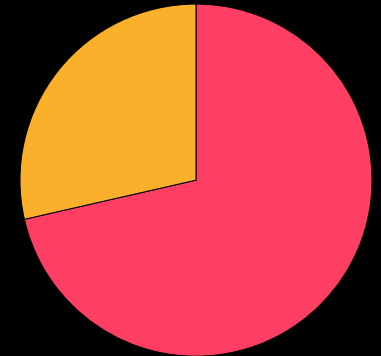


ENCRYPTION



SURVEILLANCE

RISK BREAKDOWN



HIGH

10

MODERATE

4



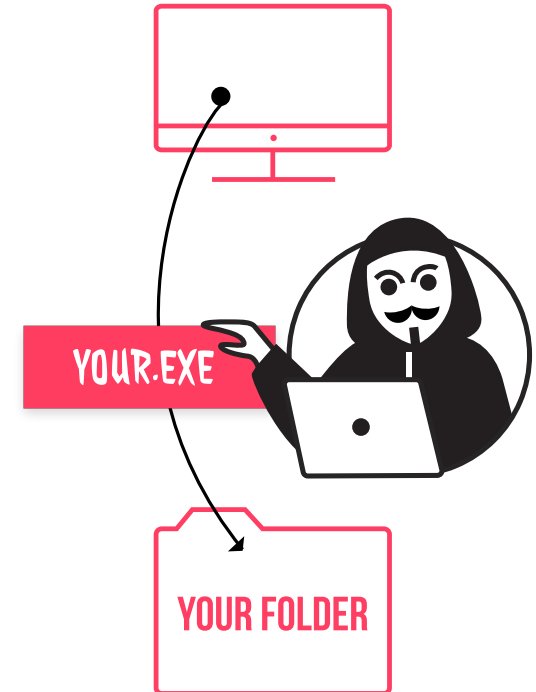
METHODS HIGH RISK ISSUES

IMPROPERLY ESCAPED SERVICE FILE PATH

Hackers use service paths like this to insert executables in the file path to allow them to gain service level or administrative level access to a device. This provides a way for the attacker to simply phish a user and gain additional access to the network or other resources that the normal user has rights to access.

COMPUTER	SERVICE	PATH
UPSTAFF2018	EpsonBidirectionalService	C:\Program Files (x86)\Common Files\EPSON\EBAPI\EB SVC.exe

Remediation: Add quotes to the services listed above so they are properly escaped and an attacker cannot insert malicious code into the path, restart the service and gain system level access.



METHODS

PENETRATION TEST - REASONING / METHODOLOGY

Do you know WHY users are your biggest cybersecurity threat? Because studies show that 91% of ALL cyberattacks start with a phishing email. This puts the hacker right inside your organization. Our team uses a proprietary (patent pending) process to go beyond phishing training and find out what a hacker can gain access to when someone in your organization is phished.

Internal Testing - Considering over 90% of cyberattacks begin with a phishing email and over 19.8% of employees click phishing email links, our team focuses on what the attacker will gain access to if a normal user were to click a link. We target employees who are the most likely to be phished. These employees also happen to be the ones who have the most to lose: CEOs, CFOs, Directors, HR and sales team members. Why are they more likely to be phished in the first place? They are often communicating with people outside your organization AND they process many more emails than others.

External Testing - What about the other 9% of attacks, how do they get started? Hackers build sophisticated automation that is constantly scanning the internet looking for vulnerabilities. They use these vulnerabilities to get into networks. Galactic Advisors uses some of the same tactics to outline the perimeter of your organization, look for exposed services, find vulnerabilities, and attempt to exploit them.

The following report contains evidence of our findings, remediation steps, as well as descriptions of the risks associated with them.

Hackers are constantly coming up with new attack chains and vulnerabilities. These new methods need to be evaluated and remediated often. Best practice includes regular ongoing security assessments to identify and respond to these new threats.



ACCOUNTS MEDIUM RISK ISSUES

ACTIVE USERS WITHOUT EXPIRING PASSWORDS

Attackers exploit leaked passwords to gain network access. Stale passwords jeopardize the network to breaches and attacks, and are completely preventable through an enforced password change policy.

COMPUTER NAME	USERNAME
UPMAINCIRC2018	admin
MPL-DIR-2020	MPL-Admin
UPSTAFF2018	MPL-Admin

Remediation: Enforce a password policy for all organization-related accounts. Monitor for non-compliance and remediate user password hygiene when necessary.



ACCOUNTS MEDIUM RISK ISSUES

ADMIN USER PASSWORD DOES NOT EXPIRE

Administrative user accounts have unrestricted access to critical infrastructure on the network. Hackers aggressively hunt for administrative credentials as a means to access your network. Stale administrator passwords open organization-wide risk to data breaches and attacks.

USERNAME	GROUP
admin	Administrators
MPL-Admin	Administrators

Remediation: Create a policy in Active Directory to force Administrative users to change their passwords periodically. Also consider enforcing password complexity, length and reuse rules. Also, create guidelines when use of an Administrative account is acceptable.

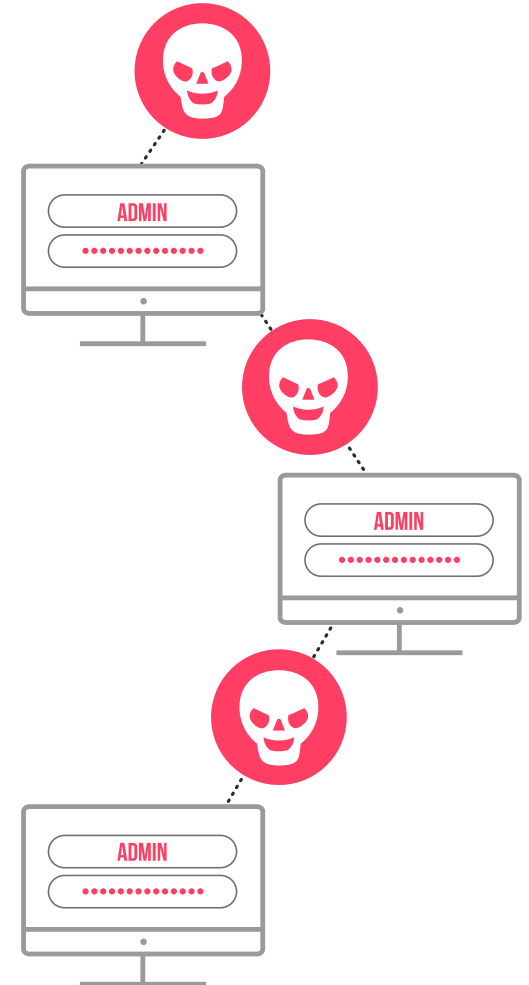
ACCOUNTS HIGH RISK ISSUES

DISTRIBUTED LOCAL ADMIN ACCOUNT

The same admin account is used on multiple machines. When this account shares a password, attackers can use the NTLM hash to move laterally from computer to computer without even cracking the password.

USERNAME	COUNT
MPL-Admin	2

Remediation: Do not use the same admin account and password on multiple machines.



ACCOUNTS HIGH RISK ISSUES

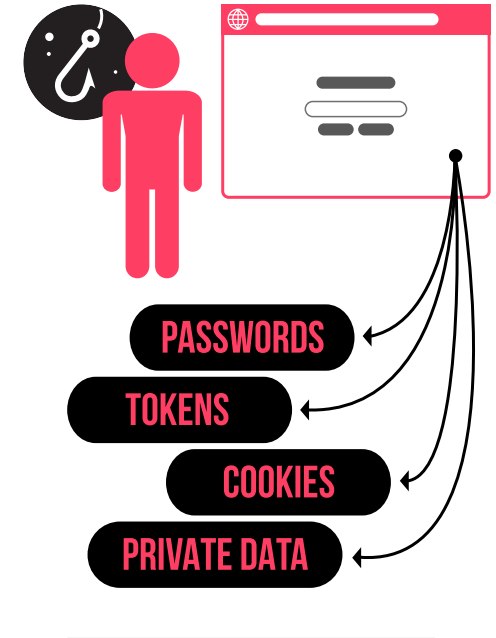
PASSWORDS CRACKED

Total passwords cracked: 229

Passwords were cracked on computers within the environment. Hackers use tools like memory abuse, abusing user privilege, and ripping to obtain access to your passwords when you are phished. When this happens, these passwords are used to break into systems inside and even outside of the victim's environment. Below is a small sample of the passwords that were cracked. For a complete listing of passwords our team cracked by abusing user privilege refer to the detail report.

COMPUTER NAME	BROWSER	LOGIN NAME	PASSWORD	URL
MPL-DIR-2020	Chrome	(empty)	M8T3****	https://wowbrary.org/sponsorlogin.aspx
MPL-DIR-2020	Chrome	(empty)	Aban****	(empty)
MPL-DIR-2020	Firefox	(empty)	rain****	https://digital.statelib.lib.in.us
MPL-DIR-2020	Firefox	(empty)	125R****	https://www.amazon.com
MPL-DIR-2020	Firefox	13417	libr****	http://orders.jhsaylor.com
MPL-DIR-2020	Chrome	13417	libr****	http://orders.jhsaylor.com/scwcpmp/scw0...
MPL-DIR-2020	Chrome	2376891	2376****	https://premiumaudit.selective.com/login...
MPL-DIR-2020	Chrome	26825000089169	4927****	https://libbyapp.com/interview/authentic...

Remediation: Work with users and train them to never store their passwords inside browsers or other memory on the device. Review the passwords that were uncovered during this evaluation, consider additional training around password complexity. Implement password manager with multifactor authentication capabilities to make it difficult for the attacker to get to the memory storing the password set.



When a user is phished and clicks a link, there is one thing running EVERY SINGLE TIME: their web browser. Hackers quickly abuse the user's privileges, identify the cypher for the browser, and then use that cypher to access all passwords, tokens, cookies and private data that web browser has access to. The attacker takes this data set and uses it to access additional accounts to find out more about their victim or to identify a list of people who trust the victim. They use this list to then infect other unsuspecting organizations.



M365 HIGH RISK ISSUES

M365 ACCESS TOKEN STOLEN

Hackers abuse memory and user privileges to access browser cookies and tokens. Cookies and tokens are the digital keys that allow users to have continued access to tools like M365 without having to reenter their passwords. Some of these digital keys have expiration dates, while others are valid forever. Our team was able to exfiltrate M365 keys for the users in this list. These are all keys that do not expire, giving the attacker access to each account until the user changes their password.

COMPUTER NAME	USERNAME	NAME	SOURCE
MPL-DIR-2020	AStroud	ESTSAUTHPERSISTENT	Firefox
MPL-DIR-2020	AStroud	ESTSAUTHPERSISTENT	Chrome

Remediation: Consider policy to **stop users from saving persistent cookies to their devices**. These cookies are especially dangerous because they are usable even after the user logs off their session. Consider password rotation to expire these permanent cookies.

PHISHING ATTACKS

BYPASS MFA

AND PROVIDE ATTACKERS
ACCESS TO MICROSOFT 365



MULTI-FACTOR
AUTHENTICATION

 Microsoft 365

ANTIVIRUS HIGH RISK ISSUES

SYSTEM DID NOT PRODUCE ALERTS FOR PASSWORD CRACKING ATTEMPTS

When an attacker phishes a user, they use tools on the device to crack passwords. It does not appear that the logs in this environment are producing the proper alerts for this type of behavior.

Remediation: Verify Windows Advanced Auditing is configured to detect malicious behavior like NTLM hash dumping.

ALERTING IS NOT BEING TRIGGERED



FIREWALLS MEDIUM RISK ISSUES

REMOTE DESKTOP PORT OPEN

Attackers use Remote Desktop to move laterally inside networks. Currently big game hunters like Ryuk are using this to deploy ransomware.

COMPUTER NAME	USERNAME	ADDRESS	PORT
UPMAINCIRC2018	all	192.168.17.2	3389
UPMAINCIRC2018	all	192.168.17.3	3389

Remediation: Reduce your risk by disabling Remote Desktop ports if at all possible.

FIREWALLS HIGH RISK ISSUES

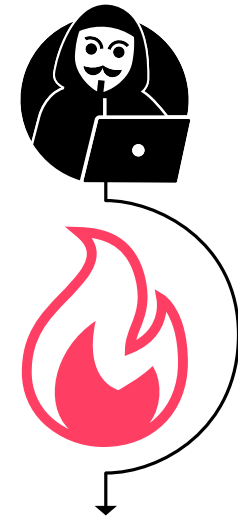
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FIREWALL DEEP SCAN RESULTS

The firewall failed to block traffic containing a simple malicious payload. Additional analysis is required to determine the cause of this issue.

Remediation: Verify deep packet inspection is properly enabled and configured for HTTPS traffic. Contact the team at Galactic Advisors for additional tools to perform an advanced analysis.

FIREWALL MISSING COMMON THREATS



YOUR PASSWORDS:

ENCRYPTION HIGH RISK ISSUES

UNENCRYPTED HARD DRIVES

The following lists all unencrypted drives found in the network.

COMPUTER NAME	USERNAME	DRIVE NAME	DRIVE FORMAT	DRIVE TYPE	ENCRYPTION STATUS
MPL-DIR-2020	AStroud	C:\	NTFS	Fixed	Fully Decrypted
UPMAINCIRC2018	all	C:\	NTFS	Fixed	Fully Decrypted
UPMAINCIRC2018	all	D:\	NTFS	Fixed	FullyDecrypted
UPSTAFF2018	all	C:\	NTFS	Fixed	Fully Decrypted
UPSTAFF2018	all	D:\	NTFS	Fixed	FullyDecrypted

Remediation: Make sure drives are encrypted.



SURVEILLANCE MEDIUM RISK ISSUES

GENERAL SURVEILLANCE WARNING

See antivirus and firewall section - it does not appear that alerting is properly configured to detect an advanced persistent threat in the environment.

Remediation: See antivirus and firewall section to address issues.



Proposal for Managed IT Services

Monon Town and Township Public Library





Company Overview:

AVC Technology (AVC) has been in business since 1971, serving the needs of schools, libraries, and government entities in Indiana. Technology has changed over the past 50 years, but AVC has worked hard to put customer needs first and this has been demonstrated by its steady growth and many customer relationships lasting decades.

AVC currently has relationships with several Public Libraries in the state to provide best-fit IT solutions and services. Our programs are designed to fit library IT budgets while handling some of the important basic maintenance and security of your technology and providing an escalation point for more difficult issues as well as providing deep expertise for IT planning and assessments. The service is typically built upon the successful installation and configuration of technologies AVC will utilize to monitor and maintain critical customer systems. This provides deep value through repeatable and proven technology automation and processes as well as support personnel that understand library needs and objectives.

Many libraries are also aware of AVC for its library software portfolio. Our software services practice has worked hand-in-hand with our IT services practice over the years. Most notably, we offer a library-focused Accounting and Payroll system as well as PC reservation software, wireless usage reporting, an ILS system, and many library-focused utilities.

AVC Support Methodology:

Our methodologies provide deep value ... and ultimately maintain or reduce overall costs while keeping technology current, operational, and secure.

How is this done?

Let us look at some of the high-level components and advantages:

- We include tools which allow us to quickly provide remote support – this saves time and money and solves 90% of problems quickly.
- We include tools which tie into documentation and ticketing systems – this captures important history and configuration so, again, problems and changes can be handled quickly and with as little re-work as possible.



- We include tools which monitor and report configuration data, performance data and logging/alerting – this allows us to catch issues, focus spend on highest priorities, maintain historical data when repairing down systems and even alert to pending issues or early security breaches.
- We standardize tools, configurations, and processes where possible to maximize labor efficiencies – why spend money by the hour when the work can be minimized in the first place?
- We provide end-point security licensing (i.e. antivirus and security tools) so libraries do not need to pay separate fees AND we can streamline deployment, updates, and maintenance across all sites.
- We perform quarterly maintenance checklists to make sure everything is running as expected and no major risk items are out of compliance.
- We have senior account managers meet at least annually with library directors and key staff for a Technology Business Review (TBR). This includes an assessment of current technology and security positions; together with library objectives we are able to produce a 3-yr technology planning document with major itemized goals and budgetary estimates. We also track expirations for 3rd-party licensing or technology agreements which helps minimize administrative work for library directors and technology managers.

Of course, everything cannot be “minimized”, “maximized” or “automated” away. This is where our well-regarded support team comes into play! We believe that personal relationships and aligned goals are extremely important; providing access to skilled staff that care about our customers is a top priority at AVC. All the above has been tuned over years to minimize problems and reduce labor needs but when you need to talk to someone we are here! All plans include the above PLUS a set number of labor hours to fix problems when they arise or respond to incidents. These can be remote or onsite depending on the need.

What is the result of these programs we have tuned over many years? Improved technology outcomes, minimized problems and headaches, technology spending on the RIGHT areas, alignment in objectives, predictable fees just plain making things SIMPLER for libraries and staff. And remember, we are trying to MINIMIZE billable hours not position for as many hours as possible – THIS IS AN IMPORTANT DIFFERENTIATION. We are here to be a partner.

SelectCARE Plan Deliverables Description:



Implementation Process

Following a signed Agreement, AVC Technology will begin the onboarding process. A transition period may be required during the cancellation period with current provider. The standard process is listed below, and will be completed in the first month of service

- **Onboarding:** The Technical Account Manager will come onsite for thorough documentation and understanding of the customer's IT processes and infrastructure. The Technical Account Manager begins knowledge transfer to the Helpdesk so they can affectively help when calls and alerts are triggered.
- **Kick-Off Service:** Installation of remote monitoring agents on servers and workstations. Notification of the process to create new service requests.



Support and Escalation

AVC will provide a Senior Technician (the Technical Account Manager) and Helpdesk Technician to provide support to customer's computers, servers, peripheral devices (ie: smart phones, printers, scanners) and end user support requests. The helpdesk is staffed 8:00 a.m. through 5:00 p.m. Monday through Friday. Emergency support is available after-hours.

The preferred method for non-emergency support requests is for users to email support@avctechcorp.com or contacting the helpdesk at (317) 225-4615 option 3. Support requests can also be submitted or reviewed via our client portal.



Annual Consultation:

Every three months AVC will perform an extensive analysis of your network's trends, security, and performance, and will meet with Customer at least annually to review the library's goals and technology issues. This analysis and review will allow us to make recommendations to improve your network performance, productivity, and help you plan and budget for future IT needs.



Maintenance and Monitoring Services

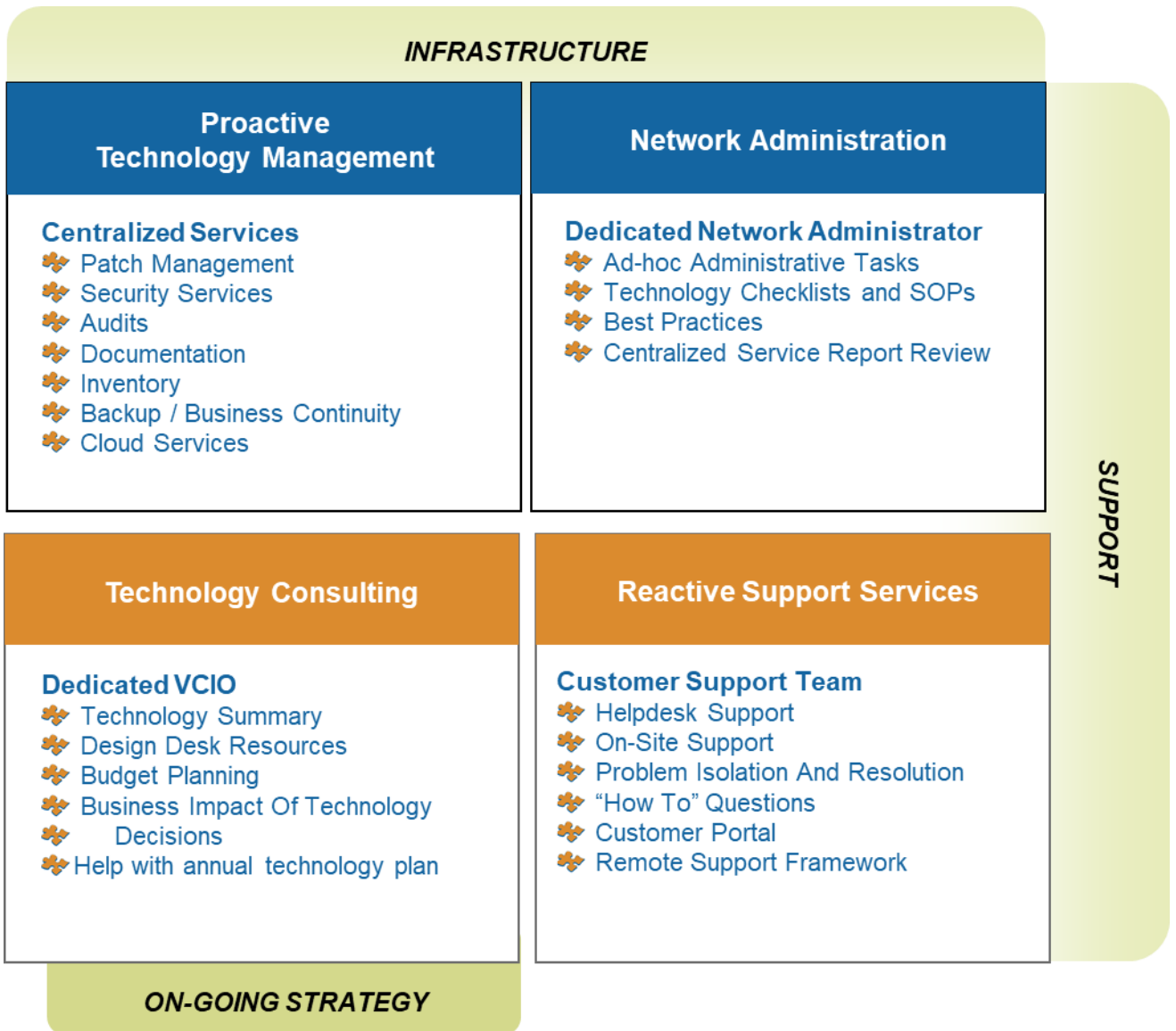
Our 24/7 network maintenance monitoring service will allow us to see every aspect of your network to detect and report problems before they escalate into downtime, data loss, or expensive repair issues. Some of the items include:

- Network Infrastructure Monitoring
- Hardware integrity and reliability
- Monitoring of Critical Services
- Microsoft Patching and Updates
- Server Maintenance and Monitoring
- Storage space and availability
- Third Party Patching and Updates
- Backup, Disaster Recovery, and Continuity Services (add-ons)



Project & Consulting Services

If requested, AVC will provide planning, design and implementation services for projects. If work is deemed a project by both AVC and the Customer, then an estimate will be given to the customer for approval before work is performed. Project work includes such things as new server setup, new software application installation and configuration, or new office set up or office moves.



References:

As mentioned, AVC works with several libraries in Indiana using the presented methodology to manage technology and minimize problems. Below is a list of some libraries currently using these services. Note that these libraries geographically cover the state; we have proven over several years the successful mix of remote and onsite services even for customers at distance from our home office. I am sure any would be willing to discuss their experience, or we could make introductions based on any criteria requested (size, etc.).



- Shelbyville/Shelby County Public Library
- Greenwood Public Library
- Jefferson County Public Library
- Hagerstown Public Library
- Jay County Public Library
- Walton & Tipton Township Public Library
- Union City Public Library
- Bicknell-Vigo Township Public Library
- Vermillion County Public Library
- Parke County Public Library

Additional Services:

AVC is well positioned to provide several additional value-add offerings. While this proposal and pricing is focused on core services, a (non-exhaustive) list of other products and services will be included here. By working with a large number of clients, and specifically libraries, AVC is able to obtain vendor discounts and access support that many other companies are unable to access. We then leverage these discounts and support relationships to provide better pricing and higher service levels to our clients. We also, where possible, try to standardize technology across clients. This decreases costs, implementation times and streamlines support issues and training.

Examples:

- Security Services - Filtering, Firewalls, Employee Training, Advanced Services
- Messaging and Collaboration
- Wireless Services
- Backup and Continuity Services
- Voice and Unified Communications
- File and Workflow Management
- Physical Security - CCTV
- Mobile Device Management
- Hardware – Desktop/Server refresh
- Cloud Services
- Library Specific Software - Public Computer Mgmt, Print Mgmt, Reporting, etc.



Base Plan Deliverables:

AVC SelectCare plans are structured as a monthly fee based on computer and server counts and number of hours included for metered services. Below is a review of the major components included per seat (computer/server). An optional Advanced Security package is available at additional cost.

AVC SelectCARE Services – Per Computer

Management, Monitoring, Administration, Help Desk and Proactive Technology Planning.

Included Flat-Rate Services:

- Base security services: End-point protection (i.e. AV).
- Management and monitoring tools on computers; alerting and automated maintenance.
- Inventory management and reporting.
- Remote Support Tools.
- Risk mitigation and technology planning services: technology alignment services and annual executive technology business reviews (TBR).

Included Metered Services:

- Help Desk services (metered).
- Systems administration (metered).
- Network Operations Center (NOC) (metered).
- Quarterly technical audits (metered).

Advanced Security Option – Per User/Computer

Included Services:

- Endpoint EDR licensing and management
- User security training and testing package.
- Domain Dark-Web Monitoring.

Licensing, subscriptions, setup and ongoing management, maintenance, and support for the above items are included in one monthly fee.

Metered services are tracked by the hour (15-minute increments). This generally includes hands-on support/administration/NOC services. We have found a major percentage of this can be handled remotely quickly and efficiently. Customers do have dedicated technical contacts so relationships and customer network knowledge are still developed, and we can schedule onsite visits as needed for emergencies or “hands-on” work. Travel time is tracked as metered hours for onsite services UNLESS onsite visit is included under a separate purchase/SOW (often we can combine with another project delivery or combine travel to multiple customers if non-emergency in order to minimize



travel costs to any one customer). Non-planned (emergency) services provided outside normal working hours or on weekend/holidays will be tracked at double-time.

AVC works with customers to prevent overage fees. Customer needs do vary and, in all but extreme circumstances, we are able to work proactively to determine if hourly package changes are recommended. We do also offer the ability to “borrow” hours and “carry-over” hours in order to make the best use of allocated time.

Pricing:

Pricing for this proposal include the following coverage:

(19) Desktop/Laptop SelectCare Services

(1) Server SelectCare Services

(1) Server Backup and Disaster Recovery

Includes Licensing, Monitoring, Off-site Storage (up to 2TB), Quarterly Test Restores

(1) Customer Site

(3) Hours/Month Metered Services

SelectCare Monthly Cost: \$1020

Advanced Security Services Add-On (up to 20 computers/20 users): \$164/mo.

Initial Term is 1 year with an onboarding fee equivalent to one month’s service.

In the rare case of overages, the following fees would apply. Note that typically we would work with the library to find the correct metered hours included in the monthly fee at reduced rates; overages would be unlikely. However, there are emergency scenarios or disasters than may incur overages (and may likely be covered by insurance). Overages: \$125/hr standard rate, 2x for evening/weekend/holiday.

Additional SelectCARE seats and/or adjustments to included hours (at discounted rates) would be quoted at current prices if needed. Note that all computers must be covered on the network as there are security dependencies between network devices.

Items may be discovered during onboarding to meet minimum compliance standards. These and other highly recommended network changes may be presented as projects during the onboarding phase and/or ongoing Technology Business Review (TBR).



Non-Disclosure / Unauthorized Use:

Please note that much of the information contained in this document, including but not limited to reference lists, plan inclusions and plan pricing is competitive proprietary information for AVC Technology. By receiving this document, customer agrees to keep such information confidential and limit sharing only to those parties necessary to evaluate information for the purposes of approval.