

**Monon Town and Township Public Library
Board of Trustees
Meeting Agenda // August 14, 2023, 4PM EST**

1. Call to Order
2. Approval of July 10, 2023 Board Meeting Minutes
3. Claims/Payroll for July 2023/Treasurer's Report
4. Librarian's Report

5. Personnel Report
 - a. Bairon Hernandez, Part-time Student Library Clerk, ending employment effective July 22, 2023.
 - b. Connie Dunn, Part-time Library Clerk, came back to work from her medical leave effective July 29, 2023.
 - c. Advertising for openings.

6. Old Business
 - a. LED Light Conversion
 - b. 2024 Budget

7. New Business
 - a. E-Rate 2024-2025 Resolution

8. Adjournment

The next meeting is Monday, September 11, 2023 at 4PM. This is also the public hearing for the 2024 budget.

**Monon Town and Township Public Library Board of Trustees Meeting
Monday, July 10, 2023, 4PM**

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

Absent: Desi Kyle, Lexi Taylor

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

Minutes - Jennifer Annis made a motion to approve the June 12 board meeting minutes and Julie Hart seconded. All were in favor, and the motion passed.

Finances/Treasurer's Report - Julie Hart made the motion to accept the financial reports, and sign the claims register. Rosemary Cooley seconded the motion. All were in favor. The motion passed.

Librarian's report - Work is still ongoing with the lights. We believe we finally found something that will work. We plan to move forward with the new bulb, and then try to replace the globe part of the fixtures in 2024. The electrician said it would take 2-3 weeks for the bulbs to arrive. The electrician also will fix the electrical outlet in the front entrance at the same time, in which case we finally will be able to move forward with the automatic door repairs.

We're still advertising for openings, but we did have one student start the last week of June. Also, Laura has decided not to clean any more effectively the week of August 14. This is an agenda item, too. We made it a contract position when Laura took on the role. Barbara is willing to do it on a trial basis through the end of 2023 to see if she wants to continue with it. She prefers it to go back to an hourly staff role so she doesn't have to worry about taxes. I am proposing that the rate for the rest of 2023 would be the same as what it broke down contract wise for Laura each week, which is \$16.00/hour for about 4-5 hours/week. A determination for the 2024 pay will happen before the end of the year.

Austin added an agenda item for the fee schedule to reflect some changes before the end of the year. We have added a third price for laminating, so the costs are 25 cents, 50 cents, and one dollar depending on the size. Austin also went ahead and updated the non-resident fee to \$90 since we will have to change it before 2024 anyways. Rosemary Cooley made a motion to approve these changes, and Stanley Minnick seconded. All were in favor and the motion passed.

From Edith: As of now we have started giving away prizes, to the Adults that have completed their summer reading. We had 21 sign up. We don't have a program set up for the month of July. But it will be in August 5th at 10:30 to 11:30am on a Saturday. Purdue Extension will be presenting the program Staying Scam Safe.

From Barbara (she'll have a full summer reading wrap-up at next month's meeting): The 2023 Summer Reading program, "It's a Star-Spangled Summer...Read!" has been a success! We are continuing to build our numbers and had a record amount of preschoolers in attendance. Thursday, July 6th was the last day for this year's program with a pizza party for the Beyond Summer Reading group and a performance of Roz Puppets for preschoolers through 5th graders. A full Summer Reading report will be given next month.

Personnel Report -

Bairon Hernandez started as a new student library clerk on June 28. We are still advertising for another library assistant and student library clerk.

Old Business -

The lights were discussed in the librarian's report.

Barbara asked the bank about the safety deposit box. The bank said only Jennifer and Clark have access to it now, but Austin can go to the bank and do paperwork to get access (Jennifer and Clark then also would need to go in and sign again). The board would like Austin to move forward with this to gain access to it.

New Business -

The custodian work was discussed in the librarian's report. Rosemary Cooley made a motion to approve Barbara taking on the duties at \$16.00/hour for 4-5 hours/week the rest of 2023, and Julie Hart seconded. All present were in favor, and the motion passed.

The fee schedule was approved as part of the librarian's report.

Austin shared a 2024 budget draft. Austin presented a plan to reclassify Laura as a youth services librarian, move Barbara to head of youth services/bookkeeper, and move Edith from clerk to assistant immediately. He also shared 2024 salaries and an overall budget plan for next year that includes 4 percent salary increases for all staff. The board

said that they would like Austin's salary to increase by 5 percent. The official budget adoption won't happen until our October meeting. Julie Hart made a motion to approve the changes suggested for reclassifying employees immediately and the salary increases for 2024, and Stanley Minnick seconded. All present were in favor and the motion passed.

Rosemary Cooley made a motion to adjourn the meeting at 4:35PM and Stanley Minnick seconded. All present were in favor, and the motion passed. The next meeting: Monday, August 14, at 4PM.

Clark Raver, President

Rosemary Cooley, Secretary

Register Of Claims
Monon Town & Township Public Library

Report Date: From 7/11/23 To 7/31/23

<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	245	Indiana Dept. of Revenue	STATE COUNTY	Payroll Withholding Payroll Withholding Total this claim	\$464.85 \$290.81 \$755.66	7/31/23	State and County Tax Deposit
0	244	Internal Revenue Service	FEDERAL FICA MEDICARE Operating Operating Total this claim	Payroll Withholding Payroll Withholding Payroll Withholding Employee Benefits Employee Benefits Total this claim	\$1,090.91 \$864.64 \$202.20 \$864.64 \$202.20 \$3,224.59	7/31/23	Federal Tax Deposit
0	243	Payroll	Operating Operating Total this claim	Salary of Librarian Salary of Assistants Total this claim	\$2,088.65 \$4,805.13 \$6,893.78	7/31/23	PAYROLL
0	242	PERF	PERF Operating Total this claim	Payroll Withholding Employee Benefits Total this claim	\$0.00 \$734.60 \$734.60	7/31/23	PERF Deposit
0	241	Monon Public Library	Library Improvement Re	Interfund Transfers Total this claim	\$2,166.87 \$2,166.87	7/30/23	Transferring \$2166.87 from LIRF#3556 to Operating#0926 for AVC IT contract & Johnson Controls
0	209	Monon Public Library	Rainy Day Fund	Interfund Transfers Total this claim	\$6,600.00 \$6,600.00	7/16/23	Transfer of funds from Bank 2 (#3548) to Bank 1 (#0926) 150 watt bulb/ballast electrician work
0	225	Payroll	Operating Operating Total this claim	Salary of Librarian Salary of Assistants Total this claim	\$2,088.65 \$4,963.32 \$7,051.97	7/15/23	PAYROLL

<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	246	Alliance Bank	Operating	Other Services and Charges	\$11.80	7/31/23	Direct Deposit charge
				Total this claim	<u>\$11.80</u>		
0	222	PERF	PERF Operating	Payroll Withholding Employee Benefits	\$0.00 \$740.85	7/15/23	PERF Deposit
				Total this claim	<u>\$740.85</u>		
0	223	Monon Public Library	Library Improvement Re	Interfund Transfers	\$882.28	7/15/23	Transfer \$882.28 from LIRF Bank #3556 to Operating Bank #0926 for replacement adults books
				Total this claim	<u>\$882.28</u>		
0	224	VOID	Other Other	Other Other	\$0.00 \$0.00	7/15/23	
				Total this claim	<u>\$0.00</u>		
23686	208	T & D Property Specialist	Rainy Day Fund	Repairs and Maintenance	\$6,600.00	7/10/23	150 Watt Induction bulb & ballast
				Total this claim	<u>\$6,600.00</u>		
23687	210	Amazon Capital Services, Inc.	Operating Operating Operating Operating Operating	Nonprint Materials Books Furniture and Equipment Library Supplies Communication and Transportati	\$174.59 \$119.93 \$188.99 \$34.60 \$17.26	7/15/23	
				Library Improvement Re Repairs and Maintenance	\$882.28		
				Total this claim	<u>\$1,417.65</u>		
23688	211	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$2,434.17	7/15/23	
				Total this claim	<u>\$2,434.17</u>		
23689	212	Baker & Taylor	Operating	Books	\$138.89	7/15/23	
				Total this claim	<u>\$138.89</u>		
23690	213	Cardinal Office Products	Operating Operating	Library Supplies Other Services and Charges	\$159.36 \$95.00	7/15/23	
				Total this claim	<u>\$254.36</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>
23691	214	CD Embroidery	Operating	Other Services and Charges	\$109.14	7/15/23	Library shirts
				Total this claim	\$109.14		
23692	215	Center Point Large Print	Operating	Books	\$72.06	7/15/23	
				Total this claim	\$72.06		
23693	216	ENA Services LLC	State Technology Fund	Other	\$253.08	7/15/23	
				Total this claim	\$253.08		
23694	217	Julie Hart	Memorial/Gift Fund	Gift Fund	\$69.55	7/15/23	Funeral Flowers- Pat Raver
				Total this claim	\$69.55		
23695	218	Laura E. Burcham	Operating	Salary of Custodian	\$160.00	7/15/23	July 1 - 15
				Total this claim	\$160.00		
23696	219	Midwest Tape, LLC	Operating	Nonprint Materials	\$333.83	7/15/23	
				Total this claim	\$333.83		
23697	220	Monon Telephone Co.	Operating	Communication and Transportati	\$95.10	7/15/23	
				Total this claim	\$95.10		
23698	221	Monon Utilities	Operating	Utility Services	\$75.08	7/15/23	
				Total this claim	\$75.08		
23700	226	NIPSCO	Operating	Utility Services	\$1,331.17	7/15/23	
				Total this claim	\$1,331.17		
23701	227	Indiana State Library	Memorial/Gift Fund	Gift Fund	\$50.00	7/15/23	5 yr. Certification fee- Barbara
				Total this claim	\$50.00		
23702	228	Indiana State Library	Memorial/Gift Fund	Gift Fund	\$50.00	7/15/23	5 yr. Certification fee - Laura
				Total this claim	\$50.00		
23703	229	Indiana State Library	Memorial/Gift Fund	Gift Fund	\$50.00	7/15/23	5 yr. Certification fee - Edith
				Total this claim	\$50.00		

<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>
23704	230	Baker & Taylor	Operating	Books	\$1,367.19	7/30/23	
				Total this claim	\$1,367.19		
23705	231	Demco, Inc.	Operating	Library Supplies	\$270.94	7/30/23	
				Total this claim	\$270.94		
23706	232	AVC Technology Corporation	Library Improvement Re	Repairs and Maintenance	\$1,947.87	7/30/23	
				Total this claim	\$1,947.87		
23707	233	Center Point Large Print	Operating	Books	\$25.97	7/30/23	
				Total this claim	\$25.97		
23708	234	Herald Journal	Operating	Periodicals and Newspapers	\$99.00	7/30/23	1 yr subscription
				Total this claim	\$99.00		
23709	235	Indiana State Library	Evergreen Indiana Pass	Other	\$10.00	7/30/23	#EG2023Q21670
				Total this claim	\$10.00		
23710	236	Johnson Controls Fire Protection	Library Improvement Re	Repairs and Maintenance	\$1,403.00	7/30/23	
				Total this claim	\$1,403.00		
23711	237	Laura E. Burcham	Operating	Salary of Custodian	\$160.00	7/30/23	July 16 - 31
				Total this claim	\$160.00		
23712	238	Midwest Tape, LLC	Operating	Nonprint Materials	\$161.92	7/30/23	
				Total this claim	\$161.92		
23713	239	Young & Sons	Operating	Repairs and Maintenance	\$942.50	7/30/23	
				Total this claim	\$942.50		
23714	240	VISA	Operating	Furniture and Equipment	\$52.50	7/30/23	
			Memorial/Gift Fund	Gift Fund	\$21.38		
			Operating	Library Supplies	\$7.00		
			Operating	Library Supplies	(\$2.00)		
				Total this claim	\$78.88		

Warrant Number Claim Number Name of Claimant Fund Account Amount Date Explanation

Total Amount of Claims \$49,023.75

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

Tuesday, August 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 14th day of August, 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 7/1/23 To 7/31/23

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	\$29,241.10	\$22,758.90	43.8
1.02 Salary of Assistants	\$115,000.00	\$0.00	\$115,000.00	\$9,768.45	\$70,490.91	\$44,509.09	38.7
1.03 Salary of Custodian	\$7,500.00	\$0.00	\$7,500.00	\$320.00	\$2,240.00	\$5,260.00	70.1
1.04 Employee Benefits	\$64,000.00	\$0.00	\$64,000.00	\$4,976.46	\$38,086.44	\$25,913.56	40.5
Subtotal	\$238,500.00		\$238,500.00	\$19,242.21	\$140,058.45	\$98,441.55	41.3
2. Supplies							
2.01 Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.02 Cleaning and Sanitation Supplies	\$2,750.00	\$0.00	\$2,750.00	\$0.00	\$456.87	\$2,293.13	83.4
2.04 Library Supplies	\$6,250.00	\$0.00	\$6,250.00	\$469.90	\$2,874.99	\$3,375.01	54.0
Subtotal	\$9,000.00		\$9,000.00	\$469.90	\$3,331.86	\$5,668.14	63.0
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	\$112.36	\$1,934.35	\$10,365.65	84.3
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	\$488.00	\$7,912.00	94.2
3.05 Utility Services	\$22,000.00	\$0.00	\$22,000.00	\$1,406.25	\$10,219.51	\$11,780.49	53.5
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$942.50	\$6,756.62	\$13,243.38	66.2
3.07 Rentals	\$100.00	\$0.00	\$100.00	\$0.00	\$15.00	\$85.00	85.0
3.08 Dues, Interest, Taxes	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$60.00	\$1,190.00	95.2
3.09 Other Services and Charges	\$18,000.00	\$0.00	\$18,000.00	\$215.94	\$11,230.04	\$6,769.96	37.6
3.1 Transfer to Library Improvement Reserve	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0

<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>
3.11 E Book Services & Hoopla	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$1,200.00	\$4,800.00	80.0
Subtotal	\$95,550.00		\$95,550.00	\$2,677.05	\$31,903.52	\$63,646.48	66.6
<i>4. Capital Outlays</i>							
4.02 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$241.49	\$3,452.63	\$11,547.37	77.0
4.03 Books	\$23,000.00	\$0.00	\$23,000.00	\$1,724.04	\$12,470.76	\$10,529.24	45.8
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$99.00	\$198.12	\$3,301.88	94.3
4.05 Nonprint Materials	\$12,000.00	\$0.00	\$12,000.00	\$670.34	\$3,462.50	\$8,537.50	71.1
Subtotal	\$53,500.00		\$53,500.00	\$2,734.87	\$19,584.01	\$33,915.99	63.4
Grand Total	\$396,550.00	\$0.00	\$396,550.00	\$25,124.03	\$194,877.84	\$201,672.16	50.9

Approved by the State Board Of Accountis 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 7/1/23 To 7/31/23

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	\$6,600.00	\$14,407.59	\$10,592.41	42.4
Subtotal	\$25,000.00		\$25,000.00	\$6,600.00	\$14,407.59	\$10,592.41	42.4
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
4.03 Books	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
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	\$6,600.00	\$14,407.59	\$32,341.41	69.2

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 7/1/23 To 7/31/23

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	\$4,233.15	\$4,233.15	\$20,766.85	83.1
Subtotal	\$25,000.00		\$25,000.00	\$4,233.15	\$4,233.15	\$20,766.85	83.1
Grand Total	\$33,239.00	\$0.00	\$33,239.00	\$4,233.15	\$4,233.15	\$29,005.85	87.3

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

Bank Balances

Date Printed: 8/1/23

Monon Town & Township Public Library

Report Dates = 7/1/23 to 7/31/23

<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	\$204,536.31	\$26,683.88	\$39,374.60	\$191,845.59
2 Alliance Bank 93548	\$297,077.14	\$329,826.16	\$41.31	\$6,600.00	\$323,267.47
3 Alliance Bank 93556	\$172,391.76	\$212,783.62	\$26.97	\$3,049.15	\$209,761.44
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,133,675.77	\$1,207,146.09	\$26,752.16	\$49,023.75	\$1,184,874.50

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 = 7/1/23 to 7/31/23

<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	\$25,124.03	\$274,877.84	\$22,974.13	\$281,692.32	\$448,589.01
Subtotal	\$441,774.53	\$25,124.03	\$274,877.84	\$22,974.13	\$281,692.32	\$448,589.01
2. Special Revenue						
200 Memorial/Gift Fund	\$5,339.62	\$240.93	\$1,312.35	\$804.89	\$1,058.12	\$5,085.39
201 Rainy Day Fund	\$371,164.88	\$13,200.00	\$28,815.18	\$32.76	\$40,544.18	\$382,893.88
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$0.00	\$253.08	\$1,393.92	\$0.00	\$3,617.83	\$2,223.91
275 Carroll White REMC Community	\$0.00	\$0.00	\$475.00	\$0.00	\$475.00	\$0.00
276 Annie Horton Advisory Grant Fund	\$1,333.74	\$0.00	\$450.96	\$0.00	\$0.00	\$882.78
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	\$13,694.01	\$34,447.41	\$837.65	\$45,695.13	\$391,085.96
4. Capital Projects						
400 Library Improvement Reserve Fund	\$311,948.10	\$7,282.30	\$7,282.30	\$26.97	\$40,418.83	\$345,084.63
Subtotal	\$311,948.10	\$7,282.30	\$7,282.30	\$26.97	\$40,418.83	\$345,084.63
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	\$10.00	\$10.00	\$0.00	\$10.00	\$114.90
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$1,090.91	\$7,754.44	\$1,090.91	\$7,754.44	\$0.00
804 FICA	\$0.00	\$864.64	\$6,183.44	\$864.64	\$6,183.44	\$0.00
805 MEDICARE	\$0.00	\$202.20	\$1,446.14	\$202.20	\$1,446.14	\$0.00
806 STATE	\$0.00	\$464.85	\$3,313.74	\$464.85	\$3,313.74	\$0.00
807 COUNTY	\$0.00	\$290.81	\$2,081.97	\$290.81	\$2,081.97	\$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	\$2,923.41	\$20,789.73	\$2,913.41	\$20,789.73	\$114.90
Grand Total	\$1,133,675.77	\$49,023.75	\$337,397.28	\$26,752.16	\$388,596.01	\$1,184,874.50

Total all banks = \$1,184,874.50

Monon Town & Township Public Library

Report Dates = 7/1/23 to 7/31/23

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
130	FINES AND FEES		\$45.50	\$588.89
132	COPIES		\$127.65	\$868.29
150	LOF PROPERTY TAXES			\$131,345.56
152	LOCAL INCOME TAX (LIT)		\$13,138.50	\$117,083.50
153	LOF MISC RECEIPT			\$82.32
154	LOF LICENSE EXCISE			\$6,434.67
155	LOF FINANCIAL INSTITUTION TAX			\$197.65
156	LOF SAVINGS INTEREST		\$7.97	\$49.93
157	LOF INTEREST FROM CD			\$2,359.62
158	LOF CHECKING INTEREST		\$5.36	\$21.15
159	LOF CVET			\$714.00
701	INTERFUND TRANSFER		\$9,649.15	\$19,456.74
			<u>\$22,974.13</u>	<u>\$281,692.32</u>

Receipt Summaries for :			200	Memorial/Gift Fund
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
302	MEMORIAL FUND RECEIPT		\$804.31	\$1,054.31
303	MEMORIAL GIFT FUND INTEREST		\$0.58	\$3.81
			<u>\$804.89</u>	<u>\$1,058.12</u>

Receipt Summaries for :			201	Rainy Day Fund
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
156	LOF SAVINGS INTEREST			\$31.23
701	INTERFUND TRANSFER			\$40,000.00
923	RAINY DAY INTEREST		\$32.76	\$204.61
924	RAINY DAY INTEREST FROM CD			\$308.34
			<u>\$32.76</u>	<u>\$40,544.18</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

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

\$3,617.83

Receipt Summaries for :		275	Carroll White REMC Community
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
962	Carroll White REMC Community		\$475.00
			\$475.00

Receipt Summaries for :		400	Library Improvement Reserve F
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
405	LIRF SAVINGS INTEREST	\$26.97	\$184.28
406	LIRF INTEREST FROM CD		\$234.55
701	INTERFUND TRANSFER		\$40,000.00
		\$26.97	\$40,418.83

Receipt Summaries for :		801	Evergreen Indiana Pass Throug
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
961	EVERGREEN INDIANA RECEIPT		\$10.00
			\$10.00

Receipt Summaries for :		803	FEDERAL
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$1,090.91	\$7,754.44
		\$1,090.91	\$7,754.44

Receipt Summaries for :		804	FICA
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$864.64	\$6,183.44
		\$864.64	\$6,183.44

Receipt Summaries for :		805	MEDICARE
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$202.20	\$1,446.14
		\$202.20	\$1,446.14

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

Printed On Tuesday, August 1, 2023

Receipt Summaries for :		806	STATE
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$464.85	\$3,313.74
		\$464.85	\$3,313.74

Receipt Summaries for :		807	COUNTY
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$290.81	\$2,081.97
		\$290.81	\$2,081.97

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

Printed On Tuesday, August 1, 2023

Librarian's Report – August 14, 2023

The work on the lights has been submitted for the rebates through NIPSCO. Austin thinks it will be about \$5k that we get back.

Austin is working on another grant to try to get more of the newspapers microfilmed that the State Archives Lab was unable to complete (too fragile). This is through the DAR: <https://www.dar.org/national-society/dar-historic-preservation-grants> We have until October 31 to submit, and Julie Gutwein already has contacted the local chapter for a letter of support. We would be applying as the Monon Civic Preservation Society since they are a 501c3 organization.

We've started paperwork for the safety deposit box access as well as another CD that we had mature this month. They are still offering the same 4% special.

The automatic door company is scheduled to complete that work on September 25.

We had a former auditor with the State Board of Accounts (Mike Doll) stop by the library a few weeks ago. He is retired, lives in Battleground, and now doing consulting work for libraries to help them with tracking depreciation that the state now requires. Austin, and most other libraries have struggled with tracking this with the complexity involved. This consultant would be able to get us on track for likely \$500 or less and then it will be easy to maintain from there. He said with our size that the work would likely only take a couple of hours at most.

We have had a few issues with water seeping in again in multiple areas of the library. Harry Mohler (architect) came by to assess things this past week, and we're hoping to have these issues resolved soon.

We're still advertising for openings, and hoping to have another person in the mix before Edith's leave period closer to the end of the year.

Edith had a program with the Purdue Extension Office on staying safe from scams on Saturday, August 5.

See Barbara's summer reading report on the next page.

Summer Reading 2023

It's a Star-Spangled Summer ...Read!

Pre-School Story Time – Eleven preschoolers attended this year's programs. They listened to stories about "Paul Bunyan & Babe", "I've Been Working on the Railroad", "Grandpa's Tractor" and more. They tapped rhythm sticks to different songs and danced to rhymes and songs with the parachute. The Pledge of Allegiance, the U.S.A. flag and the 4th of July were all celebrated with games and activities. Children who had 5 picture books read to them each week were given prizes.

Summer Reading K-5 – This group had 12 children participating. "Paul Bunyan & Babe", Our Flag was Still There, "Paul Revere's Ride, were just a few of the stories read. The children were excited to learn how to play Jacks, Marbles and the Cat's Cradle string game. There was a flipping hamburgers relay race plus crafts, like making a kaleidoscope and other activities. Each child that read 5 picture books or 1 chapter book during the week were given a prize. A Fiber Optic Wand, patriotic visor, hand clappers, flashlights, candy and a book were given as prizes so they were all ready to celebrate the 4th of July. The Patio Drive-In, Francesville, donated free ice cream coupons plus the Indiana State Fair sent us 50 free tickets to be used as prizes. During Summer Reading, Silly Safaris performed on Saturday, June 3rd, 54 parents and children enjoyed the show. Then on July 6th, Roz Puppets performed "The Frog Prince", to a group of 24 parents and children.

Beyond Summer Reading – 5th grade through High School. 5 youth attended this program. The String Lifter, Helium Stick, Mini Golf Physics were a few of the team building activities that the pre-teen/teen group did together. The group read and discussed "Freak the Mighty" by Rodman Philbrick. They discussed the longest word in the English language and the longest place name in the U.S.A. (We will call it, *Lake Webster.) ☺ Prizes were given for reading the book and a pizza party was held on July 6th. These students are interested in starting up a Youth Advisory Group again at the library. A Youth Advisory Group would meet monthly and would begin after school is in session.

The 2024 theme will be "Adventure Begins at Your Library". We will be focusing on places all around the world. An idea that we hope to implement is reaching those students who do not have transportation to the library or are not available at the program time. We will be developing a distance summer reading program where children can use on-line options from our library like, E-Books and Hoopla to achieve their reading goals. Where they can fill in reading logs on-line and still receive prizes by stopping by the library any time after reaching their goal. We would have a separate email for corresponding and would put a link to this information on the library's Home Page.

***Chargoggagoggmanchaugggogggchaubunagungamaugg // Massachusetts**

Collection Area	July 2023 Circulation	July 2022 Circulation	July 2021 Circulation
Adult Fiction	217	248	195
Adult Non-Fiction	64	64	58
Adult/Juvenile DVDs/Videos	120	179	138
Adult/Juvenile Audiobooks	3	3	5
Magazines	51	65	24
Juvenile Fiction	121	161	139
Juvenile Non-Fiction	11	5	15
Young Adult/Teen	9	32	23
Video Games	15	10	1
Hoopla	20	36	21
Overdrive (ebooks/e-audio)	214	182	234
Hotspots	19	33	8
Library of Things	3	8	0
Spanish items	5	0	0
Total Circulation (# of checkouts)	872	1026	861

Personal Services	2023 Operating	2023 Rainy Day	2023 LIRF	Total	Personal Services	2024 Operating	2024 Rainy Day	2024 LIRF	Total
Salary of Librarian	\$ 52,000.00				Salary of Librarians	\$ 130,000.00			
Salary of Assistants	\$ 115,000.00				Salary of Assistants	\$ 63,000.00			
Salary of Custodian	\$ 7,500.00				Salary of Custodian	\$ 5,000.00			
Employee Benefits	\$ 64,000.00		\$ 8,239.00		Employee Benefits	\$ 70,000.00	\$ 2,500.00	\$ 2,448.00	
Total Personal Services	\$ 238,500.00				Total Personal Services	\$ 268,000.00			
Supplies					Supplies				
Library Supplies	\$ 6,250.00				Library Supplies	\$ 6,300.00			
Cleaning Supplies	\$ 2,750.00				Cleaning Supplies	\$ 2,800.00			
Total Supplies	\$ 9,000.00				Total Supplies	\$ 9,100.00			
Other Services and Charges					Other Services and Charges				
Professional Services	\$ 2,000.00				Professional Services	\$ 2,100.00			
Communication and Transportation	\$ 12,300.00				Communication and Transportation	\$ 12,500.00			
Printing and Advertising	\$ 500.00				Printing and Advertising	\$ 500.00			
Library Insurance	\$ 8,400.00				Library Insurance	\$ 8,600.00			
Utility Services	\$ 22,000.00				Utility Services	\$ 22,500.00			
Repairs and Maintenance	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00		Repairs and Maintenance	\$ 20,500.00	\$ 25,000.00	\$ 25,000.00	
Rentals	\$ 100.00				Rentals	\$ 100.00			
Dues, Interest, and Taxes	\$ 1,250.00				Dues, Interest, and Taxes	\$ 1,500.00			
Other Services and Charges	\$ 18,000.00				Other Services and Charges	\$ 30,000.00			
Transfer to Library Improvement Reserve	\$ 5,000.00				Transfer to Library Improvement Reserve	\$ 5,000.00			
Ebook Services and Hoopla	\$ 6,000.00				Ebook Services and Hoopla	\$ 6,000.00			
Total Other Services and Charges	\$ 95,550.00				Total Other Services and Charges	\$ 109,300.00			
Capital Outlays					Capital Outlays				
Furniture and Equipment	\$ 15,000.00	\$ 21,749.00			Furniture and Equipment	\$ 15,000.00			
Books	\$ 23,000.00				Books	\$ 23,500.00			
Periodicals and Newspapers	\$ 3,500.00				Periodicals and Newspapers	\$ 3,500.00			
Nonprint Materials	\$ 12,000.00				Nonprint Materials	\$ 12,250.00			
Total Capital Outlays	\$ 53,500.00				Total Capital Outlays	\$ 54,250.00			
Total Budget	\$ 396,550.00	\$ 46,749.00	\$ 33,239.00	\$ 476,538.00	Total Budget	\$ 440,650.00	\$ 27,500.00	\$ 27,448.00	\$ 495,598.00

4% increase for 2024
\$ 495,598.00

Budget Form 1 - Budget Estimate

Year: 2024 County: White Unit: Monon Public Library

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0061 - RAINY DAY	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employee Benefits	\$2,500	\$2,500
0061 - RAINY DAY	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance		Repairs & Maintenance	\$25,000	\$25,000
0061 - RAINY DAY	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
0061 - RAINY DAY Total						\$27,500	\$27,500
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Assistants	\$63,000	\$63,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Custodian	\$5,000	\$5,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Librarian	\$130,000	\$130,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employee Benefits	\$70,000	\$70,000
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies		Cleaning and Sanitation Supplies	\$2,800	\$2,800
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies		Library Supplies	\$6,300	\$6,300
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services		eBook Services & Hoopla	\$6,000	\$6,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Professional Services		Professional Services	\$2,100	\$2,100
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation		Communication & Transportation	\$12,500	\$12,500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising		Printing & Advertising	\$500	\$500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance		Library Insurance	\$8,600	\$8,600
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services		Utility Services	\$22,500	\$22,500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance		Repairs & Maintenance	\$20,500	\$20,500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Rentals		Rentals	\$100	\$100
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges		Dues, Interest, & Taxes	\$1,500	\$1,500

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges		Other Services & Charges	\$30,000	\$30,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges		Transfer to LIRF	\$5,000	\$5,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles		Furniture/Equipment	\$15,000	\$15,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Other Capital Outlays		Periodicals and Newspapers	\$3,500	\$3,500
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Books	\$23,500	\$23,500
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Nonprint material	\$12,250	\$12,250
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
0101 - GENERAL Total						\$440,650	\$440,650
2011 - LIBRARY IMPROVEMENT RESERVE	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employee Benefits	\$2,448	\$2,448
2011 - LIBRARY IMPROVEMENT RESERVE	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance		Repairs & Maintenance	\$25,000	\$25,000
2011 - LIBRARY IMPROVEMENT RESERVE	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
2011 - LIBRARY IMPROVEMENT RESERVE Total						\$27,448	\$27,448
UNIT TOTAL						\$495,598	\$495,598

NOTICE TO TAXPAYERS

The **Notice to Taxpayers** is available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **427 N Market St Monon IN.**

Notice is hereby given to taxpayers of **MONON PUBLIC LIBRARY, White County, Indiana** that the proper officers of **MONON PUBLIC LIBRARY** will conduct a public hearing on the year **2024** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **MONON PUBLIC LIBRARY** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **MONON PUBLIC LIBRARY** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **MONON PUBLIC LIBRARY** will meet to adopt the following budget:

Public Hearing Date	Monday, September 11, 2023
Public Hearing Time	4:00 PM
Public Hearing Location	427 N Market St Monon IN

Adoption Meeting Date	Monday, October 9, 2023
Adoption Meeting Time	4:00 PM
Adoption Meeting Location	427 N Market St Monon IN

Estimated Civil Max Levy	\$219,884
Est. Fire Max Levy	\$0
Est. Fire Territory Max Levy	\$0
Est. School Operations Max Levy	\$0
Property Tax Cap Credit Estimate	\$2,200

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference (Column 3 / Column 5)
0061-RAINY DAY	\$27,500	\$0	\$0	\$0	
0101-GENERAL	\$440,650	\$219,884	\$0	\$211,308	4.06%
2011-LIBRARY IMPROVEMENT RESERVE	\$27,448	\$0	\$0	\$0	
Totals	\$495,598	\$219,884	\$0	\$211,308	

**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
OR TO THE FEDERAL COMMUNICATIONS COMMISSION**

**Schools and Libraries Universal Service
Certification by Administrative Authority to Billed Entity of
Compliance with the Children's Internet Protection Act**

Please read instructions before completing.
(To be completed by the Administrative Authority and provided to your Billed Entity)

Administrative Authority's Form Identifier: Monon 2024-2025
Create your own code to identify THIS FCC Form 479.

Block 1: Administrative Authority Information

1. Name of Administrative Authority <u>Monon Town and Township Public Library</u>	2. Funding Year <u>2024-2025</u>
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3. Mailing Address and Contact Information for Administrative Authority
Street Address, P. O. Box or Route Number
427 N. Market St., PO Box 305

City Monon State IN Zip Code 47959

Name of Contact Person
Austin Stroud

Telephone Number <u>219-253-6517</u>	Fax Number <u>219-253-8373</u>	Email Address <u>astroud@monon.lib.in.us</u>
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Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Block 2: Certifications and Signature

- 4. I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
- 5. I recognize that I may be audited pursuant to this form and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.

FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PER, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.

A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.

**Letter of Agency For Funding Year 2024-2025
For Internet Services
Indiana State Library Consortium for
Public Library Internet Access**

Public Library Name Monon Town and Township Public Library
Phone Number: 219-253-6517 Fax Number: 219-253-8373
Contact Name: Austin Stroud
E-mail Address: ~~ast~~ astroud@monon.lib.in.us

This is to confirm our participation in the **Indiana State Library Consortium for Public Library Internet Access** for the procurement of **Internet access and WAN connectivity**. I hereby authorize **Indiana State Library Consortium for Public Library Internet Access** to pay AdTec to file FCC Form 471 and other required E-rate forms, and to provide responses to requests for information to the Schools and Libraries Division of the Universal Service Administrative Company on behalf of the above listed public library.

I understand that, in submitting these forms on our behalf, the Indiana State Library and/or AdTec is making certifications for the above named public library (hereafter, "**the Library**"). By signing this Letter of Agency, I make the following certifications:

- (a) I certify that **the Library** is an eligible recipient under 47 C.F.R. §54-501. **The library** does not operate as a for-profit business, **the Library's** budget is completely separate from any school, and **the Library** is eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act of 1996.
- (b) I certify that **the Library** has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the Billed Entity is passing through the non-discounted charges for the services requested under this Letter of Agency, the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.
- (c) I certify that the services **the Library** purchases at discounts provided by 47 U.S.C. §254 will be used solely for library purposes, see 47 C.F.R. §54.500 and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. §54.513. Additionally, I certify that the Library listed on this application has not received anything of value or a promise of anything of value, other than services sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- (d) I certify that **the Library** has complied with all program rules, including recordkeeping requirements, and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- (e) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- (f) I certify that I will retain required documents for a period of at least ten years (or whatever retention period is required by the rules in effect at the time of this certification), after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

- (g) I certify that I am authorized to order Internet access and other supported services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. §1001 and civil violations of the False Claims Act.
- (h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- (i) I certify, on behalf of the entities covered by this Letter of Agency, that any funding requests for internal connections services, except basic maintenance services, applied for in the resulting FCC Form 471 application are not in violation of the Commission's rules at 47 C.F.R. §54.502(a) and (b).
- (j) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- (k) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to the **Indiana State Library Consortium for Public Library Internet Access** for E-rate submission is true.

Signature: Austin Straud Title: Library Director
 Name (printed): Austin Straud Date: 8/14/2023

Signing this form authorizes the Indiana State Library as the Consortium leader to pay AdTec to file for discounts on your behalf related to your Internet services from the federal E-Rate program.

RETURN via EMAIL TO: htrefun@library.in.gov

OR by USPS TO:

Hayley Trefun, Public Library Services Consultant
 Indiana State Library
 Library Development Office
 315 W. Ohio Street
 Indianapolis, IN 46202

Timeline for Your E-Rate Year 27

(July 1, 2024-June 30, 2025)

10/13/2023	Board Resolution to Join the Indiana State Library Consortium for Public Library Internet Access— <i>Signed document must be received in ISL by this date</i> Form 479 (CIPA compliance)— <i>Signed document must be received in ISL by this date</i> Letter of Agency— <i>Signed document must be received in ISL by this date</i>
11/30/2023	Deadline for the AdTec Data Sheet (including budget pages) for current Consortium members. Individual emails with attachment to current Consortium members will be sent out by AdTec in September. <i>Submit completed document to AdTec offices and not to Indiana State Library.</i>
1/31/2024	Service Level Checklist Form— <i>Document is handled on or before this date by E-rate service provider</i>
12/2023-2/2024	Target window for Form 471 (Description of Services Ordered and Certification Form)—The exact dates are announced by USAC by the New Year.
7/01/2024	Service year begins
7/2024-10/2024	Target window for Form 486 (Receipt of Services Confirmation)
6/30/2025	Service Year ends

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR JULY 1, 2023 THROUGH JUNE 30, 2024**

WHEREAS, the board of the Monon Town and Township Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount, but may be eligible for reimbursement from Broadband Connectivity Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the Broadband Connectivity Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the Monon Town and Township Public Library at its regular meeting held on the 14th day of August, 2023, at which meeting a quorum was present.

NAY

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ATTEST:

Secretary