

**Monon Town and Township Public Library
Board of Trustees
Meeting Agenda // August 8, 2022, 4PM EST**

1. Call to Order
2. Approval of July 11 Board Meeting Minutes
3. Claims/Payroll for July 2022/Treasurer's Report
4. Librarian's Report

5. Personnel Report
 - a. None

6. Old Business
 - a. 2023 Budget

7. New Business
 - a. E-Rate Funding 2023-2024
 - b. Public Forum Policy

8. Adjournment

The next meeting is Monday, September 12, 2022 at 4PM. This is also the public hearing for the 2023 budget.

**Monon Town and Township Public Library Board of Trustees Meeting
Monday, July 11, 2022, 4PM**

Present: Austin Stroud, Michele Buswell, Clark Raver, Julie Hart, Rosemary Cooley

Absent: Lexi Reagan, Desi Kyle, Jennifer Annis

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

Minutes - Rosemary Cooley made a motion to approve the June 13 meeting minutes and Michele Buswell seconded. All were in favor, and the motion passed.

Finances/Treasurer's Report - Austin shared that we are running high in employee benefits, which was expected, since we didn't know the health insurance costs when the 2022 budget was made. We have overage money coming out of LIRF to use for that, and should be able to move money around at the end of the year just fine. Julie Hart made the motion to accept the financial reports and sign the claim register. Rosemary Cooley seconded the motion. All were in favor. The motion passed.

Librarian's report -Austin shared that we received the Heritage Support Grant from the Indiana Historical Society (as part of the Monon Civic Preservation Society), so we will soon be adding a microfilm reader and getting newspapers microfilmed. The staff has been busy scanning board meeting minutes, too, so we are almost ready to have all of those microfilmed as required by the state.

We have a lot of old tech things that Austin would like to dispose of. You will see some information from a tech recycling company in Indianapolis that will pick up what we gather for free. This would be old computers that need to be safely disposed of, as well as any surplus things we have that aren't valued enough to be considered fixed assets (cables, printers, some old monitors – we will hang onto some). Most of the things are free (a few things you'll see listed that have a fee), and we just have to notify them when to pick it up. The board wants Austin to see if the company would be willing to bring a big truck and we can then open it up to the town to return things. Julie Hart made a motion to proceed with the tech cleanup and recycling, and Michele Buswell seconded. All present were in favor, and the motion passed.

The new public computers and hotspots are out and in order. We still need to replace the downstairs computers with what was removed from upstairs.

The tile is cracking and coming up in a few places in the lobby and entryway. Caulking can help temporarily, but it's not a problem that can be fixed without redoing the floor completely. Austin asked the same company that did the library carpet a few years ago

for a quote. They quoted us for both retiling it with ceramic tile as well as just putting down carpet tiles. Austin also asked about the possibility of using the same carpet we have now. You will see those quotes after this report. Austin recommends eventually carpeting it since it's the most affordable solution. We may need to wait on this until closer to the end of the year. We are also hoping to get work completed on the front entrance before the end of the year. We have about \$46k left we can spend out of Rainy Day in 2022, and about \$30k out of LIRF. Some of that LIRF money will go to pay for overages on employee benefits as well as the matching portion of the Heritage Support Grant (\$2600). If we proceed now, Austin recommends taking it out of the Rainy Day fund. This still will leave us with enough to do work on the front entrance if that makes it onto the 2022 budget. Julie Hart made a motion to pay up to \$5k for the carpeting of the lobby and entryway out of the Rainy Day fund, paying the deposit and installation, and Rosemary Cooley seconded. All present were in favor, and the motion passed.

We have had 21 adults participate in the adult summer reading program so far, which ends this week. Barbara also is wrapping up summer reading later this week. We'll have a fuller report on all things summer next month.

Johnson Controls completed work in installing the fire alarm panel. They said that if the cell network doesn't work well (it connects via Verizon towers), we may eventually need an IT company to run cabling so it is directly wired into our network and not operating on the wireless. That is beyond the capabilities of the work they can do for us.

Marissa received some training from the White County Literacy group this past week, and they now will give her materials that she can use for ESL classes as well as give those in attendance. She plans to attend the literacy group's next board meeting today (and Austin plans to attend the August meeting).

A lot of libraries are creating public comment policies due to more people complaining about libraries carrying certain books or items. To be proactive with this, before we have challenges on our collection, Austin will work on a draft policy from looking at other library policies for the August board meeting.

Austin shared information about special Evergreen Indiana pricing to add Gale courses. However, he isn't sure that we would have enough patrons use it to make it worthwhile. The board decided not to opt into this.

The board also discussed the logistics of an outside shed to store the book bike and contacting the building trades teacher at North White. There also was discussion about

reaching out to Hannah Young for landscaping around the library (although late for this year).

Personnel Report -

Austin mentioned that with Grace going back to school in a month, that we will be looking for another student worker during the school year. We already have had one resume turned in as a starting point.

Old Business - None

New Business - Austin shared the first draft of the 2023 budget. He meets with our DLGF rep on Wednesday morning to get the budgeting process started. We will still be able to move money around through the August 8 board meeting, but this gives us a starting point. A few things Austin wanted to note for consideration: The growth quotient for the 2023 budget is 5%, so Austin recommends moving the custodian pay from \$300/month or \$150 twice/month to \$315/month or \$157.50 twice/month. This will absorb the full 5%. Similarly, since the staff all just received a 3% increase in June, Austin would like to try to get another 2% in for January 1 so the staff receives the full 5% increase. This is dependent on what happens with our 2023 health insurance rates, which will be known in November 2022. If that doesn't increase significantly, we can proceed with the additional 2% at that time. Austin increased the employee benefits to compensate for being short in that fund this year, and he also increased the other services and charges fund and the non-print fund. The non-print fund increase would allow us to add more items to our library of things and explore further non-traditional items for our collection. We are required to spend 8% of our budget on our collection.

Julie Hart made a motion to adjourn the meeting at 5PM and Rosemary Cooley seconded. All present were in favor, and the motion passed. The next meeting: Monday, August 8, at 4PM.

Clark Raver, President

Rosemary Cooley, Secretary

Register Of Claims

Monon Town & Township Public Library

Report Date: From 7/1/22 To 7/31/22

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	210	Indiana Dept. of Revenue	STATE COUNTY	Payroll Withholding Payroll Withholding Total this claim	\$455.11 \$277.44 \$732.55	7/31/22	State and County Tax Deposit
0	209	Internal Revenue Service	FEDERAL FICA MEDICARE Operating Operating	Payroll Withholding Payroll Withholding Payroll Withholding Employee Benefits Employee Benefits Total this claim	\$1,039.17 \$848.51 \$198.43 \$848.51 \$198.43 \$3,133.05	7/31/22	Federal Tax Deposit
0	208	Payroll	Operating Operating	Salary of Librarian Salary of Assistants Total this claim	\$1,989.19 \$4,550.70 \$6,539.89	7/31/22	PAYROLL
0	207	PERF	PERF Operating	Payroll Withholding Employee Benefits Total this claim	\$0.00 \$777.19 \$777.19	7/31/22	PERF Deposit
0	196	Payroll	Operating Operating	Salary of Librarian Salary of Assistants Total this claim	\$1,989.19 \$5,156.27 \$7,145.46	7/15/22	PAYROLL
0	195	PERF	PERF Operating	Payroll Withholding Employee Benefits Total this claim	\$0.00 \$819.03 \$819.03	7/15/22	PERF Deposit
0	216	Alliance Bank	Operating	Other Services and Charges Total this claim	\$12.16 \$12.16	7/31/22	Service Charge
23378	181	AVC Technology Corporation	Operating	Other Services and Charges Total this claim	\$536.00 \$536.00	7/15/22	Office LTSC Standard 2021

<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>
23379	182	Cardinal Office Products	Operating	Other Services and Charges	\$166.93	7/15/22	4/4/22 - 7/3/22 contract charge
			Operating	Other Services and Charges	\$95.00		
				Total this claim	\$261.93		
23380	183	CENGAGE Learning/ Gale	Operating	Books	\$243.12	7/15/22	
				Total this claim	\$243.12		
23381	184	Demco	Operating	Library Supplies	\$227.49	7/15/22	
				Total this claim	\$227.49		
23382	185	ENA Services LLC	State Technology Fund	Other	\$353.08	7/15/22	
				Total this claim	\$353.08		
23383	186	Herald Journal	Operating	Periodicals and Newspapers	\$99.00	7/15/22	
				Total this claim	\$99.00		
23384	187	HF Group, LLC	Library Improvement Re	Repairs and Maintenance	\$1,000.00	7/15/22	\$1906.00 Community Foundation Fund
			Operating	Repairs and Maintenance	\$77.43		
			Operating	Other	\$1,906.00		
			Operating	Other	\$0.00		
				Total this claim	\$2,983.43		
23385	188	Johnson Controls Fire Protection	Operating	Repairs and Maintenance	\$1,403.00	7/15/22	
				Total this claim	\$1,403.00		
23386	189	Midwest Tape, LLC	Operating	Nonprint Materials	\$26.24	7/15/22	
				Total this claim	\$26.24		
23387	190	Monon Telephone Co.	Operating	Communication and Transportati	\$172.25	7/15/22	
				Total this claim	\$172.25		
23388	191	Monon Utilities	Operating	Utility Services	\$90.09	7/15/22	
				Total this claim	\$90.09		
23389	192	NIPSCO	Operating	Utility Services	\$1,785.55	7/15/22	
				Total this claim	\$1,785.55		

<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>
23390	193	Laura E. Burcham	Operating	Salary of Custodian	\$150.00	7/15/22	July 1 - July 15
				Total this claim	<u>\$150.00</u>		
23391	194	Baker & Taylor	Operating	Books	\$620.41	7/15/22	
				Total this claim	<u>\$620.41</u>		
23392	197	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$2,699.31	7/31/22	
				Total this claim	<u>\$2,699.31</u>		
23393	198	Baker & Taylor	Operating	Books	\$650.92	7/31/22	Credit memo
				Total this claim	<u>\$650.92</u>		
23394	199	Barbara Rayburn	Operating	Communication and Transportati	\$24.57	7/31/22	Milage
				Total this claim	<u>\$24.57</u>		
23395	200	CENGAGE Learning/ Gale	Operating	Books	\$30.39	7/31/22	
				Total this claim	<u>\$30.39</u>		
23396	201	Johnson Controls Fire Protection	Operating	Repairs and Maintenance	\$118.90	7/31/22	
				Total this claim	<u>\$118.90</u>		
23397	202	Laura E. Burcham	Operating	Salary of Custodian	\$150.00	7/31/22	July 16-31
				Total this claim	<u>\$150.00</u>		
23398	203	Marissa Hook	Operating	Communication and Transportati	\$18.26	7/31/22	Milage
				Total this claim	<u>\$18.26</u>		
23399	204	Midwest Tape, LLC	Operating	Nonprint Materials	\$209.91	7/31/22	
				Total this claim	<u>\$209.91</u>		
23400	205	Petty Cash	Operating	Communication and Transportati	\$2.60	7/31/22	
			Operating	Cleaning and Sanitation Supplie	\$5.00		
				Total this claim	<u>\$7.60</u>		
23401	206	Professional Interiors	Rainy Day Fund	Repairs and Maintenance	\$2,114.37	7/31/22	50% estimate - carpet
				Total this claim	<u>\$2,114.37</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>
23402	211	SYNCB/AMAZON	Operating	Cleaning and Sanitation Supplie	\$111.46	7/31/22	
			Operating	Nonprint Materials	\$206.85		
			Operating	Furniture and Equipment	\$92.94		
			Operating	Books	\$66.38		
			Operating	Library Supplies	\$32.48		
				Total this claim	\$510.11		
23403	212	U. S. Postal Service	Operating	Communication and Transportati	\$60.00	7/31/22	Stamps
				Total this claim	\$60.00		
23404	213	The Lock Doctor	Operating	Furniture and Equipment	\$20.00	7/31/22	Master keys made
				Total this claim	\$20.00		
23405	214	VISA	Operating	Library Supplies	\$41.71	7/31/22	Summer Reading
				Total this claim	\$41.71		
23406	215	WT.COX Information Services	Operating	Periodicals and Newspapers	\$17.56	7/31/22	Hobby Farms magazine
				Total this claim	\$17.56		

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

Total Amount of Claims \$34,784.53

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 2, 2022

Fiscal Officer

ALLOWANCE OF VOUCHERS

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

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 8th day of August 2022.

SIGNATURES OF GOVERNING BOARD

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

Appropriation Report for 100 Operating

Monon Town & Township Public Library

Report Date: From 7/1/22 To 7/31/22

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	\$50,000.00	\$0.00	\$50,000.00	\$3,978.38	\$27,269.26	\$22,730.74	45.5
1.02 Salary of Assistants	\$110,000.00	\$0.00	\$110,000.00	\$9,706.97	\$64,650.97	\$45,349.03	41.2
1.03 Salary of Custodian	\$7,500.00	\$0.00	\$7,500.00	\$300.00	\$1,320.00	\$6,180.00	82.4
1.04 Employee Benefits	\$50,000.00	\$0.00	\$50,000.00	\$5,342.47	\$37,007.96	\$12,992.04	26.0
Subtotal	\$217,500.00		\$217,500.00	\$19,327.82	\$130,248.19	\$87,251.81	40.1
2. Supplies							
2.02 Cleaning and Sanitation Supplies	\$2,500.00	\$0.00	\$2,500.00	\$116.46	\$425.44	\$2,074.56	83.0
2.04 Library Supplies	\$6,000.00	\$0.00	\$6,000.00	\$301.68	\$2,851.54	\$3,148.46	52.5
Subtotal	\$8,500.00		\$8,500.00	\$418.14	\$3,276.98	\$5,223.02	61.4
3. Other Services and Charge							
3.01 Professional Services	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$641.76	\$858.24	57.2
3.02 Communication and Transportation	\$12,300.00	\$0.00	\$12,300.00	\$277.68	\$1,800.44	\$10,499.56	85.4
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	\$170.00	\$8,230.00	98.0
3.05 Utility Services	\$21,000.00	\$0.00	\$21,000.00	\$1,875.64	\$10,804.22	\$10,195.78	48.6
3.06 Repairs and Maintenance	\$20,000.00	\$0.00	\$20,000.00	\$1,599.33	\$6,106.40	\$13,893.60	69.5
3.07 Rentals	\$500.00	\$0.00	\$500.00	\$0.00	\$15.00	\$485.00	97.0
3.08 Dues, Interest, Taxes	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$364.27	\$635.73	63.6
3.09 Other Services and Charges	\$14,000.00	\$0.00	\$14,000.00	\$810.09	\$8,441.49	\$5,558.51	39.7
3.1 Transfer to Library Improvement Reserve	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.11 E Book Services & Hoopla	\$6,700.00	\$0.00	\$6,700.00	\$0.00	\$0.00	\$6,700.00	100.0

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
3.2 2021 Encumbered Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$90,900.00		\$90,900.00	\$4,562.74	\$28,343.58	\$62,556.42	68.8
4. Capital Outlays							
4.02 Furniture and Equipment	\$15,000.00	\$0.00	\$15,000.00	\$112.94	\$4,716.72	\$10,283.28	68.6
4.03 Books	\$23,000.00	\$0.00	\$23,000.00	\$1,611.22	\$10,760.32	\$12,239.68	53.2
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$116.56	\$1,326.35	\$2,173.65	62.1
4.05 Nonprint Materials	\$8,500.00	\$0.00	\$8,500.00	\$443.00	\$3,259.45	\$5,240.55	61.7
Subtotal	\$50,000.00		\$50,000.00	\$2,283.72	\$20,062.84	\$29,937.16	59.9
Grand Total	\$366,900.00	\$0.00	\$366,900.00	\$26,592.42	\$181,931.59	\$184,968.41	50.4

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 7/1/22 To 7/31/22

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	\$2,114.37	\$2,114.37	\$22,885.63	91.5
3.2 2021 Encumbered Funds	\$24,730.00	\$0.00	\$24,730.00	\$0.00	\$24,730.00	\$0.00	0.0
Subtotal	\$49,730.00		\$49,730.00	\$2,114.37	\$26,844.37	\$22,885.63	46.0
4. Capital Outlays							
4.02 Furniture and Equipment	\$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	\$74,730.00	\$0.00	\$74,730.00	\$2,114.37	\$26,844.37	\$47,885.63	64.1

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 7/1/22 To 7/31/22

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
I. Personal Services							
1.04 Employee Benefits	\$8,947.00	\$0.00	\$8,947.00	\$0.00	\$0.00	\$8,947.00	100.0
Subtotal	\$8,947.00		\$8,947.00	\$0.00	\$0.00	\$8,947.00	100.0
3. Other Services and Charge							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$1,000.00	\$1,000.00	\$24,000.00	96.0
Subtotal	\$25,000.00		\$25,000.00	\$1,000.00	\$1,000.00	\$24,000.00	96.0
4. Capital Outlays							
4.02 Furniture and Equipment	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
Subtotal	\$3,000.00		\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
Grand Total	\$36,947.00	\$0.00	\$36,947.00	\$1,000.00	\$1,000.00	\$35,947.00	97.3

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

Bank Balances

Date Printed: 8/2/22

Monon Town & Township Public Library

Report Dates = 7/1/22 to 7/31/22

<i>Bank</i>	<i>Start of Year</i>	<i>Start of Month</i>	<i>Receipts this Month</i>	<i>Vouchers thisMonth</i>	<i>EOM Balance</i>
1 Alliance Bank 008-092-6	\$259,937.25	\$205,480.00	\$16,486.90	\$34,784.53	\$187,182.37
2 Alliance Bank 93548	\$267,153.66	\$314,114.01	\$37.44	\$0.00	\$314,151.45
3 Alliance Bank 93556	\$135,020.32	\$181,419.02	\$21.62	\$0.00	\$181,440.64
4 Alliance Bank 1000	\$460,000.00	\$460,000.00	\$0.00	\$0.00	\$460,000.00
Total all banks =	\$1,122,111.23	\$1,161,013.03	\$16,545.96	\$34,784.53	\$1,142,774.46

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 = **7/1/22 to 7/31/22**

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. General						
100 Operating	\$470,173.48	\$28,498.42	\$287,639.49	\$13,674.89	\$235,250.68	\$417,784.67
Subtotal	\$470,173.48	\$28,498.42	\$287,639.49	\$13,674.89	\$235,250.68	\$417,784.67
2. Special Revenue						
200 Memorial/Gift Fund	\$7,255.55	\$0.00	\$2,140.57	\$0.68	\$550.60	\$5,665.58
201 Rainy Day Fund	\$370,277.75	\$2,114.37	\$30,252.99	\$30.11	\$50,370.17	\$390,394.93
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$0.00	\$353.08	\$3,661.32	\$0.00	\$3,696.54	\$35.22
276 Annie Horton Advisory Grant Fund	\$1,029.99	\$0.00	\$696.25	\$0.00	\$0.00	\$333.74
277 Indiana Humanities Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 CARES Grant Fund	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
279 ARPA Grant Fund	(\$5,632.63)	\$0.00	\$5,740.71	\$0.00	\$11,373.34	\$0.00
280 LSTA Grant Fund	(\$1,790.00)	\$0.00	\$1,884.04	\$0.00	\$3,674.04	\$0.00
Subtotal	\$373,140.66	\$2,467.45	\$44,375.88	\$30.79	\$69,664.69	\$398,429.47
4. Capital Projects						
400 Library Improvement Reserve Fund	\$278,681.19	\$1,000.00	\$7,531.73	\$21.62	\$55,271.40	\$326,420.86
Subtotal	\$278,681.19	\$1,000.00	\$7,531.73	\$21.62	\$55,271.40	\$326,420.86
5. Clearing						
800 PLAC Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 Evergreen Indiana Pass Through Fund	\$115.90	\$0.00	\$211.37	\$0.00	\$234.93	\$139.46
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$1,039.17	\$7,095.39	\$1,039.17	\$7,095.39	\$0.00
804 FICA	\$0.00	\$848.51	\$5,715.86	\$848.51	\$5,715.86	\$0.00
805 MEDICARE	\$0.00	\$198.43	\$1,336.80	\$198.43	\$1,336.80	\$0.00
806 STATE	\$0.00	\$455.11	\$3,118.00	\$455.11	\$3,118.00	\$0.00
807 COUNTY	\$0.00	\$277.44	\$1,910.61	\$277.44	\$1,910.61	\$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	\$2,319.35	\$0.00	\$2,319.35	\$0.00
Subtotal	\$115.90	\$2,818.66	\$21,707.38	\$2,818.66	\$21,730.94	\$139.46
Grand Total	\$1,122,111.23	\$34,784.53	\$361,254.48	\$16,545.96	\$381,917.71	\$1,142,774.46

Total all banks = \$1,142,774.46

Monon Town & Township Public Library

Report Dates = 7/1/22 to 7/31/22

Receipt Summaries for :			100	Operating
<i>Account</i>		<i>This Month</i>	<i>YTD</i>	
110	LIBERTY TOWNSHIP CARDS			\$2,325.00
130	FINES AND FEES	\$91.51		\$497.92
132	COPIES	\$61.70		\$500.22
150	LOF PROPERTY TAXES			\$123,819.90
152	LOCAL INCOME TAX (LIT)	\$11,504.00		\$91,033.00
153	LOF MISC RECEIPT	\$2,006.00		\$2,186.00
154	LOF LICENSE EXCISE			\$7,276.34
155	LOF FINANCIAL INSTITUTION TAX			\$259.16
156	LOF SAVINGS INTEREST	\$6.65		\$30.64
157	LOF INTEREST FROM CD			\$140.44
158	LOF CHECKING INTEREST	\$5.03		\$19.71
159	LOF CVET			\$687.00
401	EXAMINATION OF RECORDS			(\$3,465.00)
701	INTERFUND TRANSFER			\$9,940.35
1000	VOID			\$0.00
			<u>\$13,674.89</u>	<u>\$235,250.68</u>

Receipt Summaries for :			200	Memorial/Gift Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>	
302	MEMORIAL FUND RECEIPT			\$545.00
303	MEMORIAL GIFT FUND INTEREST	\$0.68		\$5.60
			<u>\$0.68</u>	<u>\$550.60</u>

Receipt Summaries for :			201	Rainy Day Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>	
701	INTERFUND TRANSFER			\$50,000.00
923	RAINY DAY INTEREST	\$30.11		\$234.85
924	RAINY DAY INTEREST FROM CD			\$135.32
			<u>\$30.11</u>	<u>\$50,370.17</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			\$3,696.54

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

\$3,696.54

Receipt Summaries for :		279	ARPA Grant Fund	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
145	ARPA Grant Reimbursement			\$11,373.34
				\$11,373.34

Receipt Summaries for :		280	LSTA Grant Fund	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
965	LSTA Reimbursement			\$3,674.04
				\$3,674.04

Receipt Summaries for :		400	Library Improvement Reserve F	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
405	LIRF SAVINGS INTEREST		\$21.62	\$158.44
406	LIRF INTEREST FROM CD			\$112.96
701	INTERFUND TRANSFER			\$55,000.00
			\$21.62	\$55,271.40

Receipt Summaries for :		801	Evergreen Indiana Pass Through	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
961	EVERGREEN INDIANA RECEIPT			\$234.93
				\$234.93

Receipt Summaries for :		803	FEDERAL	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$1,039.17	\$7,095.39
			\$1,039.17	\$7,095.39

Receipt Summaries for :		804	FICA	
<i>Account</i>			<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings		\$848.51	\$5,715.86
			\$848.51	\$5,715.86

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

Printed On Tuesday, August 2, 2022

Receipt Summaries for :		805	MEDICARE
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$198.43	\$1,336.80
		<u>\$198.43</u>	<u>\$1,336.80</u>

Receipt Summaries for :		806	STATE
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$455.11	\$3,118.00
		<u>\$455.11</u>	<u>\$3,118.00</u>

Receipt Summaries for :		807	COUNTY
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$277.44	\$1,910.61
		<u>\$277.44</u>	<u>\$1,910.61</u>

Receipt Summaries for :		809	Other
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
1000	VOID		\$0.00
			<u>\$0.00</u>

Receipt Summaries for :		810	Transfer Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
702	INTERBANK TRANSFER		\$2,319.35
			<u>\$2,319.35</u>

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

Printed On Tuesday, August 2, 2022

Librarian's Report – August 8, 2022

We ordered the microfilm reader for the Heritage Support Grant. It should be here later this month. We purchased a desk to sit it on since none of ours were wide or deep enough to hold it. Jennifer Annis is taking the newspapers to Indianapolis on Tuesday, August 9, to be microfilmed.

We likely will move forward with just recycling our tech things later this month since the logistics of opening it up to everyone seems like a nightmare.

We're still waiting on the tiling to be replaced with carpet, but the work should start soon. They plan to work mainly in the evening to limit interruptions to staff and patrons.

The strip of land between us and the gas station has been cleaned up a bit. More work is to come on that.

We continue to have some issues with the front of the building. The electricity wasn't working after a big rain a few weeks ago, so we've temporarily shut that electricity off. Harry Mohler is still following up with folks to work on that part of the building.

We had 22 adults participate in the summer reading program.

The public comment policy Austin touched on last month is on the agenda. Austin edited this draft from another library in Indiana.

We were contacted by PERF that we will be having an employer audit in the next few weeks. This one should only take a few hours and focus on our payroll/retirement and nothing else.

See the attached report on the next page from Barbara for the summer.

Summer Reading 2022

Oceans of Possibilities

It was great having Summer Reading in person again this year! A total of 6 children participated in the Preschool Summer Reading group. Books were read about oceans, rivers and lakes. Rhymes and songs were enjoyed, plus crafts about fish and octopus kept everyone entertained. Each week prizes were given to children who had 5 picture books read to them.

Summer Reading K-5 grades learned about the Mariana Trench and the Aurora Borealis. They also did experiments about how blubber keeps animals warm and how water surface tension works on a penny. These were just a few of the things that this group of around 15 youth did during their 6 weeks at the library. The Preschoolers and the K-5 Summer Reading groups were treated to ice cream cake their last day. They also made their very own stuffed animal from, "Noah's Ark Workshop." Prizes were given each week to any child who read 5 picture books or 1 chapter book.

Beyond Summer Reading had a total of 6 youth attend during their 5 weeks. This all boy group was great! They were attentive, talkative and engaged in the activities, experiments and the book discussion on, "Wild River" by Rodman Philbrick. Prizes were given to all who read the book and additional prizes were given for each additional book read. There was an exciting game of Jeopardy with categories about oceans, marine life as well as Indiana facts. This group finished with a pizza party and they all made a stuffed animal from, "Noah's Ark Workshop."

What made this Summer Reading even more amazing is that three Summer School classes from North White visited the library for their very own Summer Reading program! Each class visited twice. The three classes, Pre-Kindergarten, First grade and Fifth grade, were treated to a slightly abbreviated Summer Reading program. This was wonderful! The students, teachers and I all had a fantastic time. The Pre-Kindergarteners and First graders loved our parachute and the Fifth grade class really liked an activity provided by the U.S. Coast Guard on what were the most important items to have if lost at sea.

The total number of youth in attendance during the Summer Reading program was 143. The total number of adults in attendance was 64.

Collection Area	July 2022 Circulation	July 2021 Circulation	July 2020 Circulation
Adult Fiction	248	195	181
Adult Non-Fiction	64	58	52
Adult/Juvenile DVDs/Videos	179	138	112
Adult/Juvenile Audiobooks	3	5	5
Magazines	65	24	84
Juvenile Fiction	161	139	69
Juvenile Non-Fiction	5	15	12
Young Adult/Teen	32	23	12
Video Games	10	1	0
Hoopla	36	21	0
Overdrive (ebooks/e-audio)	182	234	210
Hotspots	33	8	0
Library of Things	8	0	0
Total Circulation (# of checkouts)	1026	861	737

Budget Form 1 - Budget Estimate

Year: 2023 County: White Unit: Monon Public Library

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Published	Adopted
0061 - RAINY DAY	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance		Repairs & Maintenance	\$25,000	\$25,000
0061 - RAINY DAY	NO DEPARTMENT	CAPITAL OUTLAYS	Machinery, Equipment, and Vehicles		Furniture & Equipment	\$21,749	\$21,749
0061 - RAINY DAY	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
0061 - RAINY DAY Total						\$46,749	\$46,749
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Assistants	\$115,000	\$115,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Custodian	\$7,500	\$7,500
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Librarian	\$52,000	\$52,000
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employee Benefits	\$64,000	\$64,000
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Operating Supplies		Cleaning and Sanitation Supplies	\$2,750	\$2,750
0101 - GENERAL	NO DEPARTMENT	SUPPLIES	Other Supplies		Library Supplies	\$6,250	\$6,250
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	\$2,000	\$2,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Communication and Transportation		Communication & Transportation	\$12,300	\$12,300
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Printing and Advertising		Printing & Advertising	\$500	\$500
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Insurance		Library Insurance	\$8,400	\$8,400
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Utility Services		Utility Services	\$22,000	\$22,000
0101 - GENERAL	NO DEPARTMENT	SERVICES AND CHARGES	Repairs and Maintenance		Repairs & Maintenance	\$20,000	\$20,000
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	\$1,250	\$1,250

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	\$18,000	\$18,000
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	\$23,000	\$23,000
0101 - GENERAL	NO DEPARTMENT	CAPITAL OUTLAYS	Books and Other Media		Nonprint material	\$12,000	\$12,000
0101 - GENERAL	NO DEPARTMENT	PROPERTY TAX CAP	Property Tax Cap Impact		Property Tax Cap Impact	\$0	\$0
0101 - GENERAL Total						\$396,550	\$396,550
2011 - LIBRARY IMPROVEMENT RESERVE	NO DEPARTMENT	PERSONAL SERVICES	Employee Benefits		Employee Benefits	\$8,239	\$8,239
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						\$33,239	\$33,239
UNIT TOTAL						\$476,538	\$476,538

Timeline for Your E-Rate Year 26

(July 1, 2023-June 30, 2024)

10/21/2022	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>
11/30/2022	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>
1/31/2023	Service Level Checklist Form— <i>Document is handled on or before this date by E-rate service provider</i>
12/2022-2/2023	Target window for Form 471 (Description of Services Ordered and Certification Form)—The exact dates are announced by USAC by the New Year.
7/01/2023	Service year begins
7/2023-10/2023	Target window for Form 486 (Receipt of Services Confirmation)
6/30/2024	Service Year ends

**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 2023 2024
 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>2023-2024</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

- 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.
- 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.

Name of Administrative Authority Monon Town and Township Public Library
 Administrative Authority's Form Identifier Monon 20232024
 Contact Person Austin Stroud
 Telephone Number 219-253-6517

Block 2: Certifications and Signature (Continued)

6. I certify that as of the date of the start of discounted services:

- a the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- b pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:
 (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

 (FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.
- c the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after the recipients of service under your administrative authority have applied for discounts:

- d I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

(CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box above if you are requesting this waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that has (have) applied for discounts for Funding Year 2004. By checking this box, you are certifying that the library(ies) represented in the Funding Request Number(s) on this FCC Form 479 will be brought into compliance with the CIPA requirements before the start of the Funding Year 2005.)

The certification language above is not intended to fully set forth or explain all the requirements of the statute.

7. Signature of authorized person <u>Austin Stroud</u>	8. Date <u>8/8/2022</u>
9. Printed name of authorized person <u>Austin Stroud</u>	
10. Title or position of authorized person <u>Library Director</u>	
11. Telephone number of authorized person <u>219-253-6517</u>	

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-PERM, 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 2023-2024
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: 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 and Internet-related services**. 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 Stroud Title: Library Director
 Name (printed): Austin Stroud Date: 8/8/2022

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

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

**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 8th day of August, 2022, at which meeting a quorum was present.

NAY

AYE

ATTEST:

Secretary

Public Forum Policy

The Monon Town and Township Public Library Board of Trustees will conduct its meetings in compliance with the state Open Doors Law with board meetings open for public observation and recording. While not required by law to allow the public to speak at meetings, the board values the ideas and insights of constituents and will allow twenty (20) minutes of each board meeting for a public forum.

Persons will be allowed to speak only if they have completed the attached request form and returned it to the director or a board member prior to the convening of the meeting. Each person will be allowed a maximum of two (2) minutes to address the board. The board president will call on those persons one at a time to stand and address the board for no more than the allocated time.

The board will not respond at this meeting to questions, requests for information or requests for action. Appropriate response may be made at a later time after board members have sufficient opportunity to consider and deliberate on the issue.

Constituents will not be allowed to comment during other portions of the board meeting unless comments are specifically requested by the board. Board members are always willing to hear from constituents outside the meeting, but meeting agendas are usually full and do not allow time for a continuous open forum.

Send a completed request form to Director Austin Stroud or attention of any board member at PO Box 305, Monon, Indiana 47959, drop off at the library, or via email astroud@monon.lib.in.us

Request to speak to the Monon Town and Township Public Library Board during the public forum.

Name _____

Today's date _____

Address _____

Group/organization you represent, if any _____

Subject about which you will speak _____