

**Monon Town and Township Public Library
Board of Trustees
Meeting Agenda // March 10, 2025, 6PM EST**

1. Call to Order
2. Approval of February 10 Board Meeting Minutes
3. Claims/Payroll for February 2025/Treasurer's Report

4. Librarian's Report

5. Personnel Report
 - a. None

6. Old Business
 - a. Bank CD Interest
 - b. ENA by Zayo

7. New Business
 - a. Advantage Archives

8. Adjournment

The next meeting is Monday, April 14, 2025 at 6PM.

Monon Town and Township Public Library Board of Trustees Meeting
Monday, February 10, 2025, 6PM

Present: Clark Raver, Stan Minnick, Jennifer Annis, Desi Kyle, Tyler Worrell, Bobbie Fagerlind, Ben Cook

Absent -

Call to Order: Called to order by Clark Raver at 5:55 PM.

Minutes – Tyler Worrell made a motion to approve the January 13, 2025 board meeting minutes and Desi Kyle seconded. All were in favor, and the motion passed.

Minutes for the 2024 Financial Report – Stan Minnick made the motion to approved the January 13, 2025 Board of Finance minutes. Jennifer Annis seconded the motion. All were in favor. The motion passed.

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

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Barbara - Barbara has contacted Mike Doll, Doll Consulting Group, to help with our Capital Asset (non-depreciable assets and depreciable assets) amounts for the Gateway Annual Financial Report. Austin Stroud had hired Mike Doll in 2022 for this same reason.

The 2025 Indiana Annual Report has had some major problems this year. They are still currently working on fixing these bugs. Normally, we would have these reports finished by the end of January. They are due by March 1, 2025.

The Civic Preservation Society along with the White County Historical Society are hosting a tour of Monon on Sunday May 4, 2025. They are proposing that the Monon Public Library have a staff member or board member lead Civic Preservation Society members on a 10-minute tour of the library. Other possible stopping points would be Gutwein Motors, Monon Methodist Church plus three others.

Laura- The children's programs are off to a good start this year! The Preschool Storytime and Library Club groups have been doing winter crafts and books. They have enjoyed using snowflake stamps, making penguin sun catchers, and using newspapers

Monon Town and Township Public Library Board of Trustees Meeting
Monday, February 10, 2025, 6PM

to make winter snow scenes. We have some fun Valentine's Day activities and crafts planned for February. The Preschoolers especially enjoyed being firefighters!

The Youth Advisory Group met two times in January. We played corn hole, Perfection, and Pictionary. They also tried out one of the Thinking Money games and learned about wants versus needs. They will be reading *96 Miles* by J. L. Esplin during the month of February.

A block party has been scheduled for March 27 during North White's spring break.

Personnel Report – A staff meeting will be held at 9:30am on February 11, 2025.

Old Business – Barbara to look into the interest rates when the CDs come up for renew. Ascertain if we should let it rollover and keep the same rate or renew to obtain a higher rate.

New Business –

Desi Kyle made a motion to adjourn the meeting at 6:30 PM and Bobbie Fagerlind seconded. All present were in favor, and the motion passed. The next regular meeting will be Monday, March 10, 2025 at 6 PM.

Clark Raver, President

Stan Minnick, Secretary

Register Of Claims
Monon Town & Township Public Library
Report Date: From 02/01/25 To 02/28/25

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	45	Payroll	Operating	Salary of Librarian	\$2,152.06	02/15/25	PAYROLL
			Operating	Salary of Assistants	\$3,867.00		
			Operating	Salary of Custodian	\$268.31		
				Total this claim	\$6,287.37		
0	20	Monon Public Library	Operating	Interfund Transfers	\$50,000.00	02/03/25	Transfer \$50,000.00 from Bank 0926 to Bank 3556
				Total this claim	\$50,000.00		
0	34	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$706.35	02/15/25	paid on-line
				Total this claim	\$706.35		
0	41	NIPSCO	Operating	Utility Services	\$1,182.57	02/15/25	paid on-line
				Total this claim	\$1,182.57		
0	19	Monon Public Library	Operating	Interfund Transfers	\$50,000.00	02/03/25	Transfer \$50,000.00 from Bank 0926 to Bank 3548
				Total this claim	\$50,000.00		
0	44	PERF	Operating PERF	Employee Benefits Payroll Withholding	\$665.60 \$0.00	02/15/25	PERF Deposit
				Total this claim	\$665.60		
0	60	Alliance Bank	Operating	Other Services and Charges	\$12.16	02/28/25	Service charge-direct deposit
				Total this claim	\$12.16		
0	47	PERF	Operating PERF	Employee Benefits Payroll Withholding	\$668.60 \$0.00	02/28/25	PERF Deposit
				Total this claim	\$668.60		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	48	Payroll	Operating	Salary of Librarian	\$2,152.06	02/28/25	PAYROLL
			Operating	Salary of Assistants	\$4,012.97		
			Operating	Salary of Custodian	\$276.96		
				Total this claim	\$6,441.99		
0	57	VISA	Operating	Library Supplies	\$37.89	02/28/25	
			Operating	Cleaning and Sanitation Supplie	\$59.19		
			Operating	Books	\$154.03		
			Operating	Repairs and Maintenance	\$28.74		
			Memorial/Gift Fund	Memorial	\$95.85		
				Total this claim	\$375.70		
0	59	Indiana Dept. of Revenue	STATE	Payroll Withholding	\$401.03	02/28/25	State and County Tax Deposit
			COUNTY	Payroll Withholding	\$282.19		
				Total this claim	\$683.22		
0	58	Internal Revenue Service	Operating	Employee Benefits	\$789.22	02/28/25	Federal Tax Deposit
			Operating	Employee Benefits	\$184.59		
			FEDERAL	Payroll Withholding	\$942.78		
			FICA	Payroll Withholding	\$789.22		
			MEDICARE	Payroll Withholding	\$184.59		
				Total this claim	\$2,890.40		
24124	32	Alliance Bank	Transfer Fund	Interbank Transfers	\$5,000.00	02/03/25	Transfer budged \$5000.00 from Bank 1 to Bank 3 LIRF
				Total this claim	\$5,000.00		
24125	33	Anthem Life	Operating	Employee Benefits	\$33.75	02/15/25	
				Total this claim	\$33.75		
24126	35	AVC Technology Corporation	Operating	Other Services and Charges	\$1,278.52	02/15/25	Agreement SelectCare
				Total this claim	\$1,278.52		
24127	36	Baker & Taylor	Operating	Books	\$1,022.62	02/15/25	
				Total this claim	\$1,022.62		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
24128	37	Demco, Inc.	Operating	Library Supplies	\$98.62	02/15/25	
				Total this claim	<u>\$98.62</u>		
24129	38	hoopla/Midwest Tape LLC	Operating	E Book Services & Hoopla	\$130.02	02/15/25	
				Total this claim	<u>\$130.02</u>		
24130	39	Cardinal Office Products	Operating	Other Services and Charges	\$95.00	02/15/25	RICOH lease
				Total this claim	<u>\$95.00</u>		
24131	40	LIGHTSTREAM	Operating	Communication and Transportati	\$164.21	02/15/25	
				Total this claim	<u>\$164.21</u>		
24132	42	Monon Utilities	Operating	Utility Services	\$91.05	02/15/25	
				Total this claim	<u>\$91.05</u>		
24133	43	Zayo Education, LLC	State Technology Fund	Other	\$52.08	02/15/25	Formerly ENA Services
				Total this claim	<u>\$52.08</u>		
24135	46	Baker & Taylor	Operating	Other Services and Charges	\$1,852.45	02/15/25	Subscription fee
				Total this claim	<u>\$1,852.45</u>		
24137	49	Baker & Taylor	Operating	Books	\$756.82	02/28/25	
				Total this claim	<u>\$756.82</u>		
24138	50	Barbara Rayburn	Operating	Communication and Transportati	\$24.12	02/28/25	mileage to Director's mtg
				Total this claim	<u>\$24.12</u>		
24139	51	CENGAGE Learning/ Gale	Operating	Books	\$163.95	02/28/25	
				Total this claim	<u>\$163.95</u>		
24140	52	Five Star Plumbing, LLC	Operating	Repairs and Maintenance	\$287.25	02/28/25	
				Total this claim	<u>\$287.25</u>		
24141	53	Center Point Large Print	Operating	Books	\$77.26	02/28/25	
				Total this claim	<u>\$77.26</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
24142	54	Midwest Tape, LLC	Operating	Nonprint Materials	\$181.08	02/28/25	
				Total this claim	\$181.08		
24143	55	Petty Cash	Operating	Communication and Transportati	\$5.25	02/28/25	Laundry
				Total this claim	\$5.25		
24144	56	pronunciator	Operating	Other Services and Charges	\$495.00	02/28/25	1 year 2025-2026
				Total this claim	\$495.00		
				Total Amount of Claims	\$131,723.01		

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

Wednesday, March 5, 2025

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 _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Appropriation Report for 100 Operating

Monon Town & Township Public Library

Report Date: From 02/01/25 To 02/28/25

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	\$130,000.00	\$0.00	\$130,000.00	\$4,304.12	\$10,415.97	\$119,584.03	92.0
1.02 Salary of Assistants	\$70,000.00	\$0.00	\$70,000.00	\$7,879.97	\$16,246.98	\$53,753.02	76.8
1.03 Salary of Custodian	\$7,000.00	\$0.00	\$7,000.00	\$545.27	\$1,038.61	\$5,961.39	85.2
1.04 Employee Benefits	\$70,000.00	\$0.00	\$70,000.00	\$3,048.11	\$5,817.59	\$64,182.41	91.7
Subtotal	\$277,000.00		\$277,000.00	\$15,777.47	\$33,519.15	\$243,480.85	87.9
2. Supplies							
2.02 Cleaning and Sanitation Supplies	\$2,800.00	\$0.00	\$2,800.00	\$59.19	\$152.95	\$2,647.05	94.5
2.04 Library Supplies	\$8,200.00	\$0.00	\$8,200.00	\$136.51	\$386.55	\$7,813.45	95.3
Subtotal	\$11,000.00		\$11,000.00	\$195.70	\$539.50	\$10,460.50	95.1
3. Other Services and Charge							
3.01 Professional Services	\$2,100.00	\$0.00	\$2,100.00	\$0.00	\$0.00	\$2,100.00	100.0
3.02 Communication and Transportation	\$12,500.00	\$0.00	\$12,500.00	\$193.58	\$357.67	\$12,142.33	97.1
3.03 Printing and Advertising	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.04 Library Insurance	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	100.0
3.05 Utility Services	\$23,000.00	\$0.00	\$23,000.00	\$1,273.62	\$2,579.97	\$20,420.03	88.8
3.06 Repairs and Maintenance	\$24,000.00	\$0.00	\$24,000.00	\$315.99	\$4,409.10	\$19,590.90	81.6
3.07 Rentals	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.08 Dues, Interest, Taxes	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.0
3.09 Other Services and Charges	\$30,000.00	\$0.00	\$30,000.00	\$3,733.13	\$8,118.31	\$21,881.69	72.9
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	\$6,100.00	\$0.00	\$6,100.00	\$130.02	\$274.83	\$5,825.17	95.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent Remain</i>
Subtotal	\$113,800.00		\$113,800.00	\$5,646.34	\$15,739.88	\$98,060.12	86.2
<i>4. Capital Outlays</i>							
4.02 Furniture and Equipment	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$0.00	\$16,000.00	100.0
4.03 Books	\$24,500.00	\$0.00	\$24,500.00	\$2,174.68	\$2,611.11	\$21,888.89	89.3
4.04 Periodicals and Newspapers	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.0
4.05 Nonprint Materials	\$12,750.00	\$0.00	\$12,750.00	\$181.08	\$251.37	\$12,498.63	98.0
Subtotal	\$56,750.00		\$56,750.00	\$2,355.76	\$2,862.48	\$53,887.52	95.0
Grand Total	\$458,550.00	\$0.00	\$458,550.00	\$23,975.27	\$52,661.01	\$405,888.99	88.5

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Appropriation Report for 201 Rainy Day Fund

Monon Town & Township Public Library

Report Date: From 02/01/25 To 02/28/25

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	\$3,300.00	\$0.00	\$3,300.00	\$0.00	\$0.00	\$3,300.00	100.0
Subtotal	\$3,300.00		\$3,300.00	\$0.00	\$0.00	\$3,300.00	100.0
<i>3. Other Services and Charge</i>							
3.06 Repairs and Maintenance	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
Subtotal	\$25,000.00		\$25,000.00	\$0.00	\$0.00	\$25,000.00	100.0
Grand Total	\$28,300.00	\$0.00	\$28,300.00	\$0.00	\$0.00	\$28,300.00	100.0

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Appropriation Report for 400 Library Improvement Reserve Fund

Monon Town & Township Public Library

Report Date: From 02/01/25 To 02/28/25

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<i>I. Personal Services</i>							
1.04 Employee Benefits	\$2,572.00	\$0.00	\$2,572.00	\$0.00	\$0.00	\$2,572.00	100.0
Subtotal	\$2,572.00		\$2,572.00	\$0.00	\$0.00	\$2,572.00	100.0
<i>3. Other Services and Charge</i>							
3.06 Repairs and Maintenance	\$26,000.00	\$0.00	\$26,000.00	\$0.00	\$0.00	\$26,000.00	100.0
Subtotal	\$26,000.00		\$26,000.00	\$0.00	\$0.00	\$26,000.00	100.0
Grand Total	\$28,572.00	\$0.00	\$28,572.00	\$0.00	\$0.00	\$28,572.00	100.0

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Financial Report
Monon Town & Township Public Library

Report Dates = 02/01/25 to 02/28/25

<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	\$604,114.56	\$123,975.27	\$152,661.01	\$15,978.93	\$33,460.62	\$484,914.17
Subtotal	\$604,114.56	\$123,975.27	\$152,661.01	\$15,978.93	\$33,460.62	\$484,914.17
2. Special Revenue						
200 Memorial/Gift Fund	\$5,952.16	\$95.85	\$95.85	\$0.71	\$1.49	\$5,857.80
201 Rainy Day Fund	\$360,603.60	\$0.00	\$0.00	\$50,306.19	\$50,334.30	\$410,937.90
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$2,678.31	\$52.08	\$104.16	\$0.00	\$614.03	\$3,188.18
275 Carroll White REMC Community	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276 Annie Horton Advisory Grant Fund	\$1,832.18	\$0.00	\$0.00	\$0.00	\$0.00	\$1,832.18
277 Indiana Humanities Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 CARES Grant Fund	\$0.00	\$0.00	\$0.00	\$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
281 Community Foundation of White County	\$2,122.50	\$0.00	\$0.00	\$0.00	\$0.00	\$2,122.50
282 Patsy Raver Fund	\$12,169.81	\$0.00	\$0.00	\$0.00	\$0.00	\$12,169.81
Subtotal	\$385,358.56	\$147.93	\$200.01	\$50,306.90	\$50,949.82	\$436,108.37
4. Capital Projects						
400 Library Improvement Reserve Fund	\$341,013.63	\$0.00	\$0.00	\$50,313.87	\$50,313.87	\$391,327.50
Subtotal	\$341,013.63	\$0.00	\$0.00	\$50,313.87	\$50,313.87	\$391,327.50
5. Clearing						
800 PLAC Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 Evergreen Indiana Pass Through Fund	\$114.90	\$0.00	\$0.00	\$0.00	\$11.00	\$125.90
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$942.78	\$2,085.33	\$942.78	\$2,085.33	\$0.00
804 FICA	\$0.00	\$789.22	\$1,717.51	\$789.22	\$1,717.51	\$0.00
805 MEDICARE	\$0.00	\$184.59	\$401.69	\$184.59	\$401.69	\$0.00
806 STATE	\$0.00	\$401.03	\$889.08	\$401.03	\$889.08	\$0.00
807 COUNTY	\$0.00	\$282.19	\$617.66	\$282.19	\$617.66	\$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	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
Subtotal	\$114.90	\$7,599.81	\$10,711.27	\$7,599.81	\$10,722.27	\$125.90
Grand Total	\$1,330,601.65	\$131,723.01	\$163,572.29	\$124,199.51	\$145,446.58	\$1,312,475.94

Total all banks = \$1,312,475.94

Monon Town & Township Public Library

Report Dates = 02/01/25 to 02/28/25

Receipt Summaries for :		100	Operating
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
109	HONEY CREEK CARDS		\$640.00
130	FINES AND FEES	\$58.80	\$163.05
132	COPIES	\$124.43	\$238.63
152	LOCAL INCOME TAX (LIT)	\$15,373.42	\$30,746.84
156	LOF SAVINGS INTEREST	\$23.04	\$37.33
157	LOF INTEREST FROM CD	\$399.24	\$1,597.18
158	LOF CHECKING INTEREST		\$7.76
405	LIRF SAVINGS INTEREST		\$29.83
		<u>\$15,978.93</u>	<u>\$33,460.62</u>

Receipt Summaries for :		200	Memorial/Gift Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
303	MEMORIAL GIFT FUND INTEREST	\$0.71	\$1.49
		<u>\$0.71</u>	<u>\$1.49</u>

Receipt Summaries for :		201	Rainy Day Fund
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
701	INTERFUND TRANSFER	\$50,000.00	\$50,000.00
923	RAINY DAY INTEREST	\$25.15	\$53.26
924	RAINY DAY INTEREST FROM CD	\$281.04	\$281.04
		<u>\$50,306.19</u>	<u>\$50,334.30</u>

Receipt Summaries for :		226	State Technology Fund Grant F
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
821	STATE TECHNOLOGY FUND GRA		\$614.03
			<u>\$614.03</u>

Receipt Summaries for :		400	Library Improvement Reserve F
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
406	LIRF INTEREST FROM CD	\$313.87	\$313.87
701	INTERFUND TRANSFER	\$50,000.00	\$50,000.00

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

\$50,313.87

\$50,313.87

Receipt Summaries for :

801

Evergreen Indiana Pass Thru

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
961 EVERGREEN INDIANA RECEIPT		\$11.00
		<hr/> <hr/> \$11.00

Receipt Summaries for :

803

FEDERAL

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$942.78	\$2,085.33
	<hr/> <hr/> \$942.78	<hr/> <hr/> \$2,085.33

Receipt Summaries for :

804

FICA

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$789.22	\$1,717.51
	<hr/> <hr/> \$789.22	<hr/> <hr/> \$1,717.51

Receipt Summaries for :

805

MEDICARE

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$184.59	\$401.69
	<hr/> <hr/> \$184.59	<hr/> <hr/> \$401.69

Receipt Summaries for :

806

STATE

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$401.03	\$889.08
	<hr/> <hr/> \$401.03	<hr/> <hr/> \$889.08

Receipt Summaries for :

807

COUNTY

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
400 Payroll Withholdings	\$282.19	\$617.66
	<hr/> <hr/> \$282.19	<hr/> <hr/> \$617.66

Receipt Summaries for :

810

Transfer Fund

<i>Account</i>	<i>This Month</i>	<i>YTD</i>
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Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Printed On Wednesday, March 5, 2025

702	INTERBANK TRANSFER	\$5,000.00	\$5,000.00
		<u>\$5,000.00</u>	<u>\$5,000.00</u>
		<hr/> <hr/>	<hr/> <hr/>

Approved by the State Board Of Accounts for Monon Town & Township Public Library on 01/01/98.

Printed On Wednesday, March 5, 2025

Librarian Report March 10, 2025

Barbara- Mike Doll, Doll Consulting Group, has provided the 2023 and 2024 Capital Asset amounts for the Gateway Annual Financial Report. The Gateway Annual Reports have been updated and completed.

The Johnson Fire Alarm Service has completed a test on all alarms on February 21st. The alarms were all approved.

The Bank of Wolcott called Barbara and asked if the library would like to change our two CD's. These CDs were ready to roll over. Bank of Wolcott offered us 4.05% on a 13-month CD. This is an up-grade from our current 2.23%, 12-month CD. Barbara agreed that the Monon Town and Township Public Library would benefit from these new CD's. The CDs at the Bank of Wolcott have been changed.

Barbara has contacted the Alliance Bank in Monon to ask them for our current interest rates and if these CDs can be moved to a higher rate. Four of the 12-month CDs have a 3.95% interest with a 4.01% annual. Six of the CDs are 18-month CDs. They have a 4.0% interest with a 4.06% annual rate. The interest earned is added annually to the principal and then earns interest itself (Annual rate). Three of the 12-month CDs will be ready for rollover on 5/21/25. Currently Alliance Bank doesn't have a higher rate available. Barbara will call the Alliance Bank manger in May 2025 to see if they can offer us a higher rate.

Barbara spoke with Esther, the manager at the Family Express. Barbara has asked again that she inform their maintenance personnel to not put the Family Express sign into our landscaping. Barbara noted to her that the Monon Public Library Board was in agreement that the sign should be placed in another location.

Laura- Even with a few cold and snowy Thursdays, Preschool Storytime and Library Club were still able to meet each week in February. The preschoolers enjoyed making a Valentine's Day necklace out of pasta and practiced tying their shoes. The children in Library Club learned about Morse code and tried out honey on graham crackers after learning how the story of Winnie the Pooh was created.

The Youth Advisory Group met two times in February. We had a book discussion on *96 Miles* by J. L. Esplin and tried out one of the library's new yard games, Connect Four. They also made bookmarks out of contact paper. The next meeting will be on March 11.

Hillary Hawkins from Purdue Extension will be bringing blocks for a Block Party on March 27. We will not have any regular youth programs during that week because of North White's spring break.

Collection Area	February 2025 Circulation	February 2024 Circulation	February 2023 Circulation
Adult Fiction	301	146	262
Adult Non-Fiction	45	45	111
Adult/Juvenile DVDs/Videos	149	168	126
Adult/Juvenile Audiobooks	4	9	1
Magazines	21	30	32
Juvenile Fiction	166	189	215
Juvenile Non-Fiction	35	42	48
Young Adult/Teen	14	9	20
Video Games	6	15	33
Hoopla	46	37	53
Overdrive (ebooks/e-audio)	308	292	211
Hotspots	14	7	17
Library of Things	1	0	0
Total Circulation (# of checkouts)	1110	989	1129

Barbara Rayburn

From: Joe Quigley <joe.quigley@zayo.com>
Sent: Wednesday, February 12, 2025 11:33 PM
To: Barbara Rayburn
Subject: Internet Access upgrade update
Attachments: Monon Town and Twp PL - SLC.pdf

Barbara,

Well, that too a minute. I'm afraid the news isn't promising either. We're unable to go beyond your current bandwidth rate of 50Mbps due to limitations with our underlying carrier.

The carrier management team sought other options and came up empty, so they priced out what it would take to bring Zayo fiber to you. That cost is \$65K, which I acknowledge would be a non-starter.

I will send the contract your way to stay at your existing 50 Mbps rate and hope that when the ISL contract is refreshed, we can make this look a whole lot better.

I wish it were better news. Contact me if you have any questions, and look for the Docusign. I've attached a pdf copy for your review.

Thanks,

Joe Quigley
Sr Account Manager

Tel/SMS: 317-612-2894

[Zayo | The Network for What's Next](#)

Estimated Planning Worksheet

Confidential - for Discussion Purposes Only



Customer: Monon Town & Township Public Library
 Current E-Rate Discount (2024-2025): 90%

Site Name	Current Service		ENA by Zayo Grant		Requested Service	
	Connectivity	Price	Connectivity	Price	Connectivity	Price
Monon Town & Township Public Library	50 Mbps IA	\$ 520	50 Mbps IA	\$ 520	50 Mbps IA	\$ 520
Total Monthly		\$ 520		\$ 520		\$ 520
Total Annual		\$ 6,240		\$ 6,240		\$ 6,240

NOTE REGARDING NEW FIBER SERVICE: Fiber price quoted above is an estimate. Actual price may differ based on availability, facility readiness, and startup costs. Fiber may not be available in all areas.

Projected Cost for Requested Service: \$ 6,240
 Annual Gross Cost: \$ (5,616)
 Estimated E-Rate (based on current discount)(Filtering not Eligible): \$ 624
 Estimated Broadband Connectivity Grant:
 Net Annual Cost to Library

This form will be used so that the correct information is submitted for your 2025 E-Rate application for Internet Access and other E-Rate eligible services under the State Contract with ENA. Please include only circuits that will be filed in the Internet Consortium application for 2025. PLEASE print this form and RETURN TO ENA as soon as possible or no later than January 31, 2025. Please note that by submitting this form, you are committing to using ENA as your service provider for any currently ordered or installed services for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

Signed by:

Library Contact: Barbara Rayburn
 Contact Title: Director
 Contact Email: brayburn@monon.lib.in.us

Signature: Barbara Rayburn
 Date: 7/13/2025
 Signature of Authorized Representative of the entity

Certificate Of Completion

Envelope Id: 52B2DFAC-0457-43F2-942C-58F21779D610
Subject: IN - MONON TOWN & TWP PL - FY 2025-2026 SLC
Inquiry or Work Order ID:
Source Envelope:
Document Pages: 1
Certificate Pages: 5
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

Envelope Originator:
Connie O'Connor
618 Grassmere Park Drive
Ste 12
Nashville, TN 37211
coconnor@ena.com
IP Address: 68.38.114.113

Record Tracking

Status: Original
2/13/2025 8:30:44 AM

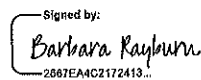
Holder: Connie O'Connor
coconnor@ena.com

Location: DocuSign

Signer Events

Barbara Rayburn
brayburn@monon.lib.in.us
Security Level: Email, Account Authentication
(None)

Signature

Signed by:

2867EAMC2172413...

Timestamp

Sent: 2/13/2025 8:33:02 AM
Viewed: 2/13/2025 9:59:21 AM
Signed: 2/13/2025 10:00:50 AM

Signature Adoption: Pre-selected Style
Using IP Address: 165.138.235.1

Electronic Record and Signature Disclosure:
Accepted: 2/13/2025 9:59:21 AM
ID: ea337a8c-481a-429f-ab50-e19179c791d9

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Joe Quigley
joe.quigley@zayo.com
Security Level: Email, Account Authentication
(None)

COPIED

Sent: 2/13/2025 8:33:02 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Joe Quigley
joe.quigley@zayo.com
Security Level: Email, Account Authentication
(None)

COPIED

Sent: 2/13/2025 10:00:51 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Adtec
adtec@adtecerate.com
Security Level: Email, Account Authentication
(None)

COPIED

Sent: 2/13/2025 10:00:51 AM.

Carbon Copy Events

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Connie O'Connor
coconnor@ena.com
Contract Specialist
ENA

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Barbara Rayburn
brayburn@monon.lib.in.us
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Accepted: 2/13/2025 9:59:21 AM
ID: ea337a8c-481a-429f-ab50-e19179c791d9

ENA E-Rate
erate@ena.com

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

John Sheehan
john.sheehan@zayo.com

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Status

COPIED

COPIED

COPIED

COPIED

Timestamp

Sent: 2/13/2025 10:00:52 AM

Sent: 2/13/2025 10:00:52 AM

Sent: 2/13/2025 10:00:51 AM

Sent: 2/13/2025 10:00:51 AM

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent
Certified Delivered
Signing Complete
Completed

Hashed/Encrypted
Security Checked
Security Checked
Security Checked

2/13/2025 8:33:03 AM
2/13/2025 9:59:21 AM
2/13/2025 10:00:50 AM
2/13/2025 10:00:52 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure



Advantage Archives

Bringing the Past Into the Future

Our Relationship with Libraries & Historical Societies

We partner with several libraries and historical societies across the country, and they have become close friends over the years. We have come to understand the challenges they face and the limited budgets they operate within. We have listened to, and collaborated with them to develop practical solutions.

Our model relies on maintaining a balance between pricing, volume, quality, and value. All equally important factors, however, when one of these criteria is given higher priority than another, the balance is lost. For instance, you might find yourself sacrificing volume (and value) if the pricing is too high, or sacrificing quality if the pricing is too low. If the priority is volume, quality might suffer, and your budget might not be proportionate to the value you receive.

We pride ourselves on our dedication to microfilm, the only universally accepted medium for long term preservation. We archive newspapers and documents that can range from a few months old, to papers from two centuries ago... and everything in between. We also understand that preservation is only half of the equation.

Once your materials are properly archived to microfilm, you need to consider accessibility to the valuable content those reels contain. Advantage Archives offers a user-friendly digital solution to make that content easily accessible and readily available. Your content offers a user friendly digital solution to make that content easily accessible and readily available. Your content can be made available via our online Community History Archives portals. Search by name, date range, or keywords... a much more efficient way to explore content that was previously impractical to access.

While newspapers have been our focus over the years, we have an equal passion for all historic documents and have provided tailored solutions to numerous institutions that address:

- Original Paper Documents & Books
- Annuals & Yearbooks
- Vital Records
- Programs, Newsletters, & Brochures
- Photos & Slides
- Newspaper Microfilm Subscriptions

And so much more...

Call us today at (855) 303-2727, and let's explore how Advantage can help you preserve the past, make it accessible today, and ensure it has a future.

Barbara Rayburn

From: Grant Kaestner <grant@advantagearchives.com>
Sent: Wednesday, February 19, 2025 3:49 PM
To: Barbara Rayburn
Subject: Advantage Archives Indiana Newspaper & Yearbook Digitization
Attachments: Advantage Digitization References IN.pdf; Our Relationship with libraries and historical societies.pdf



Hi Barbara:

This is Grant Kaestner, with Advantage Archives. Thanks for speaking with me this afternoon. I wanted to send over information regarding our digital archival services. Advantage has over 40 years, combined experience, in the microfilm and digitization industry. Indiana, in particular, is a region we are starting to market to more prevalently this year. We've created digital archives for the Berne Public Library (<https://bernepublicin.advantage-preservation.com>), Knox County Public Library (<https://knoxcounty.advantage-preservation.com>), Upland Public Library, and Perry County Public Library (<https://perrycounty.historyarchives.online/home>) among many others across the country. Please feel free to visit our website at www.advantagearchives.com to learn more about our services.

We recognize that funding can be an issue. I know having spoken with historical societies in Indiana, that our digitization has been quite reasonable. One library, we recently spoke with, said their historical council did digitization for around \$1.00, per image. Advantage Archives charges around 19 cents per image, to digitize microfilm. On average, we'll charge \$195.00, per reel, to digitize newspapers on microfilm.

At no added charge, Advantage creates a searchable website for your users to access anytime, anywhere. Examples of those finished projects are in the reference list attached. The great aspect of our digitization projects is we not only digitize your information, but we scan, index, and OCR (Optical Character Recognition) as a part of the service. We'll also send you an indexed and OCR'd hard drive of your PDF images, so you always have a backup of your content. Advantage takes care of everything you, and your patrons, would need in regard to the microfilm and digitization process.

If you can let us know how many reels, or hard copy newspapers, you're looking to digitize, we'd be glad to develop a plan to make your goal cost feasible. We really stay as flexible as possible, from a project schedule standpoint. You can digitize 5 reels, each year, for the next 50 years if you want. The amount really makes no difference to us, as long as we can develop a plan to make the project reasonable for you to complete. Thanks so much for your time and consideration. I hope we can be of service.

Pricing:

Microfilming & Digitizing Hard Copy Newspapers: \$575.00 per reel (Gets client 1 silver halide roll film copy & newspaper content completely indexed and OCR'd to searchable website (900 pages of newspapers fits on 1 microfilm reel)).

Digitizing Newspapers Already on Microfilm: (Includes, indexing & making keyword searchable): \$195.00 per reel

Digitizing Historical Documents on Microfilm: 19 cents per scan (.15 scan, +.01 crop/vss, .02 OCR)

Yearbook Images From OCI: 19 cents, per scanned image (Approx. \$35/book)

Digitizing Yearbooks: \$150.00/Yearbook (Scanned in 300 DPI, Color Scans) (Includes Indexing & OCR)

Flatbed Scanning Documents: 55 cents per page

Indexing Documents: 1 cent per keystroke

Duplicating Microfilm Reels: \$100.00 per reel

Searchable Hard Drive Copy of Database: \$275.00 per hard drive (One hard drive holds over 550,000 pages of content)

Document Preparation: \$85.00/hr. Newspapers have to be flattened, ironed, put in order, etc. before filming. Advantage averages one hour of prep, per every 1,000 pages of document preparation. If you send us 4,000 pages of newspapers, to digitize, estimate 4 hours of prep, for a total of \$340.00, in prep cost.

Grant,



Grant Kaestner
Partnership Manager

✉	Grant@AdvantageArchives.com
☎	(319) 721-5170
☎	(319) 249-5426
☎	(319) 362-1563
📍	1025 33rd Ave SW Cedar Rapids, IA 52404

AdvantageArchives.com

www.AdvantageArchives.com



Preserving the past.

Making it accessible today.

Ensuring it has a future.

- 1.) Berne Public Library
Director: Kristen Dee
Email: director@bernepl.com
Ph: 260-589-2809
City: Berne, IN
Berne Digitization Website: <https://bernepublicin.advantage-preservation.com>

- 2.) Knox County Public Library:
Director: Emily Bunyan
Email: ebunyan2001@yahoo.com
Ph: 812-886-4380
City: Vincennes, IN
Knox County Digitization Website: <https://knoxcounty.advantage-preservation.com>

- 3.) Barton Rees Pogue Memorial Library
Director: Aubrie Wickham
Email: bartonrdirector@gmail.com
Ph: 765-998-2971
City: Upland, IN
Upland Dig. Website: BartonReesPogueMemorialLibrary.advantage-preservation.com

- 4.) Perry County Library, Tell City:
Director: Nathan Jochum
Email: njochum@perrycountyp.org
Ph: 812-547-2661
City: Tell City, IN
Tell City Digitization Website: <https://perrycounty.historyarchives.online>

- 5.) Lake Forest Public Library:
Director: Erin Murray
Email: emurray@lakeforestlibrary.org
Ph: 847-810-4606
City: Lake Forest, IL
Lake Forest Digitization Website: <https://lakeforestil.advantage-preservation.com>

- 6.) Quincy Public Library:
Collections Services: Bobbi Mock
Email: rmock@quincylibrary.org
Ph: (217) 223-1309
City: Quincy, IL
Quincy Digitization Website: QuincypublicIL.advantage-preservation.com