

**Monon Town and Township Public Library  
Board of Trustees  
Meeting Agenda // March 9, 2026, 6PM**

1. Call to Order
2. Approval of February 9, 2026 Board Meeting Minutes
3. Claims/Payroll for February 2026 / Treasurer's Report
4. Librarian's Report
  
5. Personnel Report
  - a. Laura Burcham
  
6. Old Business
  - a. Program Room policy update
  - b. Surveillance camera positions
  
7. New Business
  - a. Carnegie Funds – new furniture
  - b. 250<sup>th</sup> Anniversary plans
  
8. Adjournment

The next meeting is Monday, April 13, 2026, at 6PM.

**Library Board Members**

Tyler Worrell - Member  
Appointed by White County Council  
01/06/2025 -Term expires 12/31/2029

Jennifer Annis - Treasurer  
Appointed by White County Commissioners  
02/17/2012 -Term expires 11/22/2028

Desi Kyle – Vice President  
Appointed by North White School Board  
12/14/2015 - Term expires 12/31/2027

Stanley Minnick – Secretary  
Appointed by North White School Board  
01/01/2023 -Term expires 12/31/2026

Bobbi Jo Fagerlind - Member  
Appointed by Monon Town Council  
01/01/2026 -Term expires 12/31/2029

Benjamin Cook - Member  
Appointed by North White School Board  
01/13/2025 -Term expires: 3/10/26

Joanne Mosher – Member  
Appointed by Monon Township Board  
01/01/2026 – Term expires 12/31/2030

**Monon Town and Township Public Library Board of Trustees Meeting**  
**Monday, February 9, 2026, 6PM**

**Present:** Barbara Rayburn, Jennifer Annis, Stanley Minnick, Desi Kyle, Ben Cook, Tyler Worrell, Joanne Mosher

**Absent:** Bobbi Jo Fagerlind

**Call to Order:** Called to order by President, Tyler Worrell at 6:00PM.

**Minutes** – Stan Minnick made a motion to approve the January 12<sup>th</sup> board meeting minutes as well as the Board of Finance meeting minutes. Jennifer Annis seconded the motion. All present were in favor. The motion passed.

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

**Librarian's report – Barbara** – We received a \$10,000.00 check from Carnegie Corporation of New York in celebration of the 250<sup>th</sup> anniversary of the Declaration of Independence. Monon Town and Township Public Library is one of the 1350-plus surviving Carnegie Libraries still serving their communities today. Barbara had applied for this gift last year. This gift is without conditions or expectations and may be spent however we choose for the benefit of our library.

Barbara has been talking with Zayo about an additional port or two in the library to help with the WIFI dead areas. One of the main problem areas is the large director's office. This would provide service to these areas and help with any other sensitive areas. They have already replaced the outside access AP that was not working correctly.

The furnace in the back of the children's area was not working again on Monday, February 2<sup>nd</sup>. 5 Star Plumbing was been called to work on it.

Barbara attended the Grand Opening of the Monticello-Union Township Public Library on Thursday, February 5<sup>th</sup>. They have completed the remodeling of the building.

More trash from Family Express was found between the shed and the fence. The bag was once again ripped open. Sandwiches, pizza, bread sticks etc. were lying on the ground. It looked like an animal had been in it. We cleaned it up and threw the bag in their dumpster which only had a few items in it.

Barbara has finished the 2025 Gateway Annual Financial Report. Mike Doll will be providing the Capital Asset information for this report. The report will be sent as soon as that information is available.

**Laura** -Two children attended Preschool Storytime and seven children attended Library Club during January. The preschoolers had fun making paper pizzas and winter hats. The children in Library Club made paper plate polar bears and handprint peacocks. The Youth Advisory Group met twice in January. The teens had fun competing in a paper chain contest and doing a scavenger hunt.

#### **Personnel Report –**

Jennifer Annis made a motion to continue approve the resolution for the electronic transfer of funds. Desi Kyle seconded the motion. All present were in favor. The motion passed. This motion designated the funds be used from the Patsy Raver Fund.

#### **Old Business –**

#### **New Business –**

Desi Kyle made a motion to purchase three surveillance cameras from AVC. Stan Minnick seconded the motion. All present were in favor. The motion passed. This motion designated the use of the Patsy Raver Fund for the cameras. All present were in favor. The motion passed.

Ben Cook made a motion to adjourn the meeting at 6:45pm and Stan Minnick seconded. All present were in favor, and the motion passed. The next regular meeting will be on Monday, March 9, 2026.

---

Tyler Worrell, President

---

Stan Minnick, Secretary

# Register Of Claims

## Monon Town & Township Public Library

Report Date: From 02/01/26 To 02/28/26

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	62	Payroll	Operating	Salary of Librarian	\$3,642.56	02/28/26	PAYROLL
			Operating	Salary of Assistants	\$3,012.76		
			Operating	Salary of Custodian	\$216.12		
				<b>Total this claim</b>	<u>\$6,871.44</u>		
0	49	NIPSCO	Operating	Utility Services	\$1,477.93	02/15/26	
				<b>Total this claim</b>	<u>\$1,477.93</u>		
0	43	LIGHTSTREAM	Operating	Communication and Transportati	\$160.77	02/15/26	
				<b>Total this claim</b>	<u>\$160.77</u>		
0	47	Standard Insurance Company	Operating	Employee Benefits	\$35.45	02/15/26	
				<b>Total this claim</b>	<u>\$35.45</u>		
0	51	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	\$3,120.87	02/15/26	
				<b>Total this claim</b>	<u>\$3,120.87</u>		
0	61	PERF	Operating PERF	Employee Benefits	\$691.69	02/28/26	PERF Deposit
				Payroll Withholding	\$0.00		
				<b>Total this claim</b>	<u>\$691.69</u>		
0	63	Internal Revenue Service	Operating Operating FEDERAL FICA MEDICARE	Employee Benefits	\$866.87	02/28/26	Federal Tax Deposit
				Employee Benefits	\$202.76		
				Payroll Withholding	\$1,115.94		
				Payroll Withholding	\$866.87		
				Payroll Withholding	\$202.76		
				<b>Total this claim</b>	<u>\$3,255.20</u>		
0	64	Indiana Dept. of Revenue	STATE COUNTY	Payroll Withholding	\$437.70	02/28/26	State and County Tax Deposit
				Payroll Withholding	\$313.01		
				<b>Total this claim</b>	<u>\$750.71</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	65	Alliance Bank	Operating	Other Services and Charges	\$11.92	02/28/26	Direct deposit charge
				<b>Total this claim</b>	<u>\$11.92</u>		
0	66	Anthem Blue Cross Blue Shield	Operating	Employee Benefits	(\$1.00)	02/28/26	Correction voucher 37 1/26
				<b>Total this claim</b>	<u>(\$1.00)</u>		
0	52	PERF	Operating PERF	Employee Benefits Payroll Withholding	\$720.55 \$0.00	02/15/26	PERF Deposit
				<b>Total this claim</b>	<u>\$720.55</u>		
0	53	Payroll	Operating Operating Operating	Salary of Librarian Salary of Assistants Salary of Custodian	\$3,751.64 \$3,142.59 \$216.12	02/15/26	PAYROLL
				<b>Total this claim</b>	<u>\$7,110.35</u>		
0	60	VISA	Operating Operating Operating Memorial/Gift Fund	Books Cleaning and Sanitation Supplie Library Supplies Memorial	\$48.12 \$39.20 \$139.50 \$18.00	02/28/26	
				<b>Total this claim</b>	<u>\$244.82</u>		
24377	38	Cardinal Office Products	Operating	Other Services and Charges	\$95.00	02/15/26	
				<b>Total this claim</b>	<u>\$95.00</u>		
24378	39	AVC Technology Corporation	Operating	Other Services and Charges	\$1,316.88	02/15/26	Select Care Agreement- helpdesk support, network management, server remote monitoring
				<b>Total this claim</b>	<u>\$1,316.88</u>		
24379	40	hoopla/Midwest Tape LLC	Operating	E Book Services & Hoopla	\$195.52	02/15/26	
				<b>Total this claim</b>	<u>\$195.52</u>		
24380	41	Ingram Library Services	Operating	Books	\$637.56	02/15/26	
				<b>Total this claim</b>	<u>\$637.56</u>		
24381	42	Evergreen Indiana-ISL Foundati	Operating	Other Services and Charges	\$375.00	02/15/26	Wowbrary License
				<b>Total this claim</b>	<u>\$375.00</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>
24382	44	Midwest Tape, LLC	Operating	Nonprint Materials	\$22.49	02/15/26	
				<b>Total this claim</b>	<u>\$22.49</u>		
24383	45	Monon Utilities	Operating	Utility Services	\$89.65	02/15/26	
				<b>Total this claim</b>	<u>\$89.65</u>		
24384	46	pronunciator	Operating	Other Services and Charges	\$495.00	02/15/26	
				<b>Total this claim</b>	<u>\$495.00</u>		
24385	48	Zayo Education, LLC	State Technology Fund	Other	\$52.08	02/15/26	
				<b>Total this claim</b>	<u>\$52.08</u>		
24386	50	Petty Cash	Operating	Cleaning and Sanitation Supplies	\$6.00	02/15/26	laundry
				<b>Total this claim</b>	<u>\$6.00</u>		
24387	54	Barbara Rayburn	Operating	Communication and Transportation	\$43.50	02/28/26	mileage
				<b>Total this claim</b>	<u>\$43.50</u>		
24388	55	CENGAGE Learning/ Gale	Operating	Books	\$131.16	02/28/26	
				<b>Total this claim</b>	<u>\$131.16</u>		
24389	56	Center Point Large Print	Operating	Books	\$79.21	02/28/26	
				<b>Total this claim</b>	<u>\$79.21</u>		
24390	57	Ingram Library Services	Operating	Books	\$840.86	02/28/26	
				<b>Total this claim</b>	<u>\$840.86</u>		
24391	58	Five Star Plumbing, LLC	Operating	Repairs and Maintenance	\$110.00	02/28/26	furance repair-children's area
				<b>Total this claim</b>	<u>\$110.00</u>		
24392	59	Midwest Tape, LLC	Operating	Nonprint Materials	\$51.73	02/28/26	
				<b>Total this claim</b>	<u>\$51.73</u>		

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

**Total Amount of Claims**      **\$28,992.34**

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.

Monday, March 2, 2026

\_\_\_\_\_ 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 4 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$28,992.34

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 02/01/26 To 02/28/26

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>1. Personal Services</b>							
1.01 Salary of Librarian	\$138,900.00	\$0.00	\$138,900.00	\$7,394.20	\$16,427.55	\$122,472.45	88.2
1.02 Salary of Assistants	\$75,000.00	\$0.00	\$75,000.00	\$6,155.35	\$11,821.24	\$63,178.76	84.2
1.03 Salary of Custodian	\$7,310.00	\$0.00	\$7,310.00	\$432.24	\$927.52	\$6,382.48	87.3
1.04 Employee Benefits	\$71,800.00	\$0.00	\$71,800.00	\$5,637.19	\$9,634.07	\$62,165.93	86.6
<b>Subtotal</b>	<b>\$293,010.00</b>		<b>\$293,010.00</b>	<b>\$19,618.98</b>	<b>\$38,810.38</b>	<b>\$254,199.62</b>	<b>86.8</b>
<b>2. Supplies</b>							
2.02 Cleaning and Sanitation Supplies	\$2,900.00	\$0.00	\$2,900.00	\$45.20	\$184.49	\$2,715.51	93.6
2.04 Library Supplies	\$8,400.00	\$0.00	\$8,400.00	\$139.50	\$490.68	\$7,909.32	94.2
<b>Subtotal</b>	<b>\$11,300.00</b>		<b>\$11,300.00</b>	<b>\$184.70</b>	<b>\$675.17</b>	<b>\$10,624.83</b>	<b>94.0</b>
<b>3. Other Services and Charge</b>							
3.01 Professional Services	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$0.00	\$2,200.00	100.0
3.02 Communication and Transportation	\$12,000.00	\$0.00	\$12,000.00	\$204.27	\$371.44	\$11,628.56	96.9
3.03 Printing and Advertising	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.04 Library Insurance	\$9,315.00	\$0.00	\$9,315.00	\$0.00	\$0.00	\$9,315.00	100.0
3.05 Utility Services	\$23,000.00	\$0.00	\$23,000.00	\$1,567.58	\$3,074.38	\$19,925.62	86.6
3.06 Repairs and Maintenance	\$24,840.00	\$0.00	\$24,840.00	\$110.00	\$6,517.97	\$18,322.03	73.8
3.07 Rentals	\$125.00	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	100.0
3.08 Dues, Interest, Taxes	\$1,550.00	\$0.00	\$1,550.00	\$0.00	\$40.00	\$1,510.00	97.4
3.09 Other Services and Charges	\$31,500.00	\$0.00	\$31,500.00	\$2,293.80	\$6,669.60	\$24,830.40	78.8
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	\$6,360.00	\$0.00	\$6,360.00	\$195.52	\$363.19	\$5,996.81	94.3

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent Remain
<b>Subtotal</b>	\$116,390.00		\$116,390.00	\$4,371.17	\$17,036.58	\$99,353.42	85.4
<b>4. Capital Outlays</b>							
4.02 Furniture and Equipment	\$16,500.00	\$0.00	\$16,500.00	\$0.00	\$0.00	\$16,500.00	100.0
4.03 Books	\$25,000.00	\$0.00	\$25,000.00	\$1,736.91	\$3,374.70	\$21,625.30	86.5
4.04 Periodicals and Newspapers	\$3,625.00	\$0.00	\$3,625.00	\$0.00	\$0.00	\$3,625.00	100.0
4.05 Nonprint Materials	\$13,000.00	\$0.00	\$13,000.00	\$74.22	\$252.58	\$12,747.42	98.1
<b>Subtotal</b>	\$58,125.00		\$58,125.00	\$1,811.13	\$3,627.28	\$54,497.72	93.8
<b>Grand Total</b>	\$478,825.00	\$0.00	\$478,825.00	\$25,985.98	\$60,149.41	\$418,675.59	87.4

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 02/01/26 To 02/28/26

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	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100.0
<b>Subtotal</b>	<b>\$3,500.00</b>		<b>\$3,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,500.00</b>	<b>100.0</b>
<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
<b>Subtotal</b>	<b>\$25,000.00</b>		<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>100.0</b>
<b>Grand Total</b>	<b>\$28,500.00</b>	<b>\$0.00</b>	<b>\$28,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,500.00</b>	<b>100.0</b>

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 02/01/26 To 02/28/26**

<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>
<i>I. Personal Services</i>							
1.04 Employee Benefits	\$2,710.00	\$0.00	\$2,710.00	\$0.00	\$0.00	\$2,710.00	100.0
<b>Subtotal</b>	\$2,710.00		\$2,710.00	\$0.00	\$0.00	\$2,710.00	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
<b>Subtotal</b>	\$26,000.00		\$26,000.00	\$0.00	\$0.00	\$26,000.00	100.0
<b>Grand Total</b>	\$28,710.00	\$0.00	\$28,710.00	\$0.00	\$0.00	\$28,710.00	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 = **02/01/26 to 02/28/26**

<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>
<b>1. General</b>						
100 Operating	\$668,489.12	\$25,985.98	\$160,149.41	\$16,350.74	\$33,737.27	\$542,076.98
<b>Subtotal</b>	<b>\$668,489.12</b>	<b>\$25,985.98</b>	<b>\$160,149.41</b>	<b>\$16,350.74</b>	<b>\$33,737.27</b>	<b>\$542,076.98</b>
<b>2. Special Revenue</b>						
200 Memorial/Gift Fund	\$4,656.69	\$18.00	\$161.84	\$20.56	\$41.10	\$4,535.95
201 Rainy Day Fund	\$413,699.25	\$0.00	\$0.00	\$436.50	\$50,484.94	\$464,184.19
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 State Technology Fund Grant Fund	\$1,904.18	\$52.08	\$104.16	\$0.00	\$0.00	\$1,800.02
265 Carnegie Libraries 250	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
274 Annie Horton Advised Fund Grant/Library Cards	\$950.00	\$0.00	\$10.00	\$0.00	\$0.00	\$940.00
275 Carroll White REMC Community	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276 Annie Horton Advisory Grant Fund	\$2,010.18	\$0.00	\$0.00	\$0.00	\$0.00	\$2,010.18
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
<b>Subtotal</b>	<b>\$437,512.61</b>	<b>\$70.08</b>	<b>\$276.00</b>	<b>\$10,457.06</b>	<b>\$60,526.04</b>	<b>\$497,762.65</b>
<b>4. Capital Projects</b>						
400 Library Improvement Reserve Fund	\$398,401.94	\$0.00	\$0.00	\$39.89	\$50,076.95	\$448,478.89
<b>Subtotal</b>	<b>\$398,401.94</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$39.89</b>	<b>\$50,076.95</b>	<b>\$448,478.89</b>
<b>5. Clearing</b>						
800 PLAC Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
801 Evergreen Indiana Pass Through Fund	\$84.20	\$0.00	\$0.00	\$0.00	\$0.00	\$84.20
802 Payroll fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
803 FEDERAL	\$0.00	\$1,115.94	\$2,321.35	\$1,115.94	\$2,321.35	\$0.00
804 FICA	\$0.00	\$866.87	\$1,808.91	\$866.87	\$1,808.91	\$0.00
805 MEDICARE	\$0.00	\$202.76	\$423.08	\$202.76	\$423.08	\$0.00
806 STATE	\$0.00	\$437.70	\$931.16	\$437.70	\$931.16	\$0.00
807 COUNTY	\$0.00	\$313.01	\$651.35	\$313.01	\$651.35	\$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	\$5,000.00	\$0.00	\$5,000.00	\$0.00
<b>Subtotal</b>	<b>\$84.20</b>	<b>\$2,936.28</b>	<b>\$11,135.85</b>	<b>\$2,936.28</b>	<b>\$11,135.85</b>	<b>\$84.20</b>
<b>Grand Total</b>	<b>\$1,504,487.87</b>	<b>\$28,992.34</b>	<b>\$171,561.26</b>	<b>\$29,783.97</b>	<b>\$155,476.11</b>	<b>\$1,488,402.72</b>

**Total all banks = \$1,488,402.72**

*Bank Balances*

Date Printed: 03/02/26

**Monon Town & Township Public Library**

Report Dates = 02/01/26 to 02/28/26

<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	\$360,619.83	\$238,657.01	\$29,293.94	\$28,992.34	\$238,958.61
2 Alliance Bank 93548	\$392,246.00	\$442,294.98	\$450.14	\$0.00	\$442,745.12
3 Alliance Bank 93556	\$291,581.58	\$346,618.64	\$39.89	\$0.00	\$346,658.53
4 Alliance Bank 1000	\$360,040.46	\$360,040.46	\$0.00	\$0.00	\$360,040.46
5 Bank of Wolcott 1001	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
<b>Total all banks =</b>	\$1,504,487.87	\$1,487,611.09	\$29,783.97	\$28,992.34	<b>\$1,488,402.72</b>

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

**Monon Town & Township Public Library**

Report Dates = 02/01/26 to 02/28/26

<b>Receipt Summaries for :</b>		<b>100</b>	<b>Operating</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
130	FINES AND FEES	\$165.90	\$226.61
132	COPIES	\$160.80	\$247.25
152	LOCAL INCOME TAX (LIT)	\$16,005.08	\$32,010.16
156	LOF SAVINGS INTEREST	\$13.08	\$13.08
157	LOF INTEREST FROM CD		\$1,215.58
158	LOF CHECKING INTEREST	\$5.88	\$14.59
701	INTERFUND TRANSFER		\$10.00
		<u>\$16,350.74</u>	<u>\$33,737.27</u>

<b>Receipt Summaries for :</b>		<b>200</b>	<b>Memorial/Gift Fund</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
302	MEMORIAL FUND RECEIPT	\$20.00	\$40.00
303	MEMORIAL GIFT FUND INTEREST	\$0.56	\$1.10
		<u>\$20.56</u>	<u>\$41.10</u>

<b>Receipt Summaries for :</b>		<b>201</b>	<b>Rainy Day Fund</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
156	LOF SAVINGS INTEREST		\$18.12
701	INTERFUND TRANSFER		\$50,000.00
923	RAINY DAY INTEREST	\$37.26	\$67.58
924	RAINY DAY INTEREST FROM CD	\$399.24	\$399.24
		<u>\$436.50</u>	<u>\$50,484.94</u>

<b>Receipt Summaries for :</b>		<b>265</b>	<b>Carnegie Libraries 250</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
968	Carnegie Libraries 250	\$10,000.00	\$10,000.00
		<u>\$10,000.00</u>	<u>\$10,000.00</u>

<b>Receipt Summaries for :</b>		<b>400</b>	<b>Library Improvement Reserve F</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
405	LIRF SAVINGS INTEREST	\$39.89	\$76.95
701	INTERFUND TRANSFER		\$50,000.00

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

		\$39.89	\$50,076.95
<b>Receipt Summaries for :</b>		<b>803</b>	<b>FEDERAL</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$1,115.94	\$2,321.35
		\$1,115.94	\$2,321.35
<b>Receipt Summaries for :</b>		<b>804</b>	<b>FICA</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$866.87	\$1,808.91
		\$866.87	\$1,808.91
<b>Receipt Summaries for :</b>		<b>805</b>	<b>MEDICARE</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$202.76	\$423.08
		\$202.76	\$423.08
<b>Receipt Summaries for :</b>		<b>806</b>	<b>STATE</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$437.70	\$931.16
		\$437.70	\$931.16
<b>Receipt Summaries for :</b>		<b>807</b>	<b>COUNTY</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
400	Payroll Withholdings	\$313.01	\$651.35
		\$313.01	\$651.35
<b>Receipt Summaries for :</b>		<b>810</b>	<b>Transfer Fund</b>
<i>Account</i>		<i>This Month</i>	<i>YTD</i>
702	INTERBANK TRANSFER		\$5,000.00
			\$5,000.00

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

Printed On Monday, March 2, 2026

Collection Area	February 2026 Circulation	February 2025 Circulation	February 2024 Circulation
Adult Fiction	197	301	146
Adult Non-Fiction	33	45	45
Adult/Juvenile DVDs/Videos	96	149	168
Adult/Juvenile Audiobooks	4	4	9
Magazines	17	21	30
Juvenile Fiction	95	166	189
Juvenile Non-Fiction	39	35	42
Young Adult/Teen	26	14	9
Video Games	5	6	15
Hoopla	52	46	37
Overdrive (ebooks/e-audio)	303	308	292
Hotspots	15	14	7
Library of Things	3	1	0
<b>Total Circulation (# of checkouts)</b>	<b>885</b>	<b>1110</b>	<b>989</b>

## Librarian Report

### March 9, 2026

**Barbara** – Ana B. Morales has been hired to be the custodian. Barbara has resigned from that position. Ana will work 6 hours per week from 8:30 AM -11:30 AM. Tyler Worrell approved the hiring of Ana. Joanne Mosher seconded the approval. Desi Kyle and Ben Cook supported that decision that was made through email.

Barbara is preparing for the upcoming 250<sup>th</sup> anniversary of the Declaration of Independence. Community Office of Monticello has been preparing quotes for a new sitting area in the library. Many plans are underway for this historic event.

Barbara attended the Small Libraries Director meeting on February 18<sup>th</sup> at Wolcott Public Library. There was continued talk of forming a non-profit 501c3 group. Two representatives from the Indiana State library attended. The meetings will now be monthly. They will be held either virtually or at one of the small libraries.

Our security camera's will be installation has been delayed due to rain. They are scheduled to install them, Monday, March 9<sup>th</sup> weather permitting.

Trevor Stinson will be providing CPR Training on April 3, 2026. This is a scheduled employee training day. The employees renew their CPR Training every two years.

**Laura-** Preschool Storytime and Library Club met on all four Thursdays in February. Four children attended Preschool Storytime and eleven children attended Library Club. The preschoolers learned about the letter 'R' and had a doughnut day. The elementary students learned about Thomas Jefferson and the Library of Congress and enjoyed playing Presidents' Day bingo.

The Youth Advisory Group met twice in February and one youth attended. This youth did a book discussion over *Popcorn* by Rob Harrell, made an origami dragon, and decorated a secret storage compartment book. The Youth Advisory Group will be doing another book discussion in March over *Greetings from Witness Protection!* by Jake Burt.

Laura Burcham  
826 S Sheridan St. | South Bend, IN 46619  
15leburcham@gmail.com | 574-808-0202  
February 25, 2026

Barbara Rayburn, Interim Director  
Monon Town and Township Public Library  
427 N Market St. | Monon, IN 47959

Dear Mrs. Rayburn,

Please accept this letter as my formal resignation from my position as the Youth Services Librarian with the Monon Town and Township Public Library. My last day of employment will be April 22, 2026.

I would like to express my gratitude for the valuable experiences and professional development I have gained during the past twelve years at the library. I look forward to the new challenges that await me. Thank you for the support and guidance you have provided me during my time at the Monon Public Library. Best wishes to my colleagues and the library board in the continual care and progress of the library.

Sincerely,

A handwritten signature in cursive script that reads "Laura Burcham".

Laura Burcham

## **MONON TOWN & TOWNSHIP PUBLIC LIBRARY PROGRAM ROOM POLICY**

The Monon Town & Township Public Library exists to serve the educational, informational, and recreational needs of people of all ages in the community. The library's program room is open to individuals and groups sponsoring programs and activities consistent with this goal. The library staff will gladly help groups make use of library resources when planning their programs.

The library's program room (seating capacity: 49) is available for use by the public as provided under the following rules and regulations.

### **ELIGIBILITY**

1. The program room is available to groups or individuals. Individuals shall be considered in the same manner as groups in the application of these rules governing the use of the program room.
2. The library will not accept standing reservations. An application must be filled out each time the room is used.
3. The program room is unavailable for:
  - a. Political functions (including voter registration activities)
  - b. Religious services and/or instruction on a regular basis
  - c. Social functions (showers, family parties, receptions, etc.)
4. The library board of trustees has given the director the authority to supervise program room use and interpret these policies. The director has the right to waive the regulations whenever it is in the best interest of the community or the library. The library board reserves the right to alter or waive the rules.

### **USE OF ROOM**

1. The program room is available the following hours:  
10am-7pm Monday/Wednesday | 10am-6pm Tuesday/Thursday/Friday | 10am-3pm Saturday | Excluding Sundays & holidays | Reservations outside of normal library hours will need director approval.
2. The key (if meeting outside of library hours) must be picked up the day of the meeting during open library hours. The key may be returned in the drop box, or the next day.
3. Users may not store equipment & supplies at the library.
4. Responsible adults must be in attendance whenever minors are present.
5. Users are responsible for arranging tables & chairs for their use and then returning them to the original arrangement. Please be sure lights are off.
6. Alcoholic beverages and smoking are not allowed in the building.
7. The group or individual reserving the program room takes full responsibility for damages and will be charged for damages. Abuse will be cause for denial of use of the room.
8. The library assumes no liability for any loss or damage that may result from the use of the program room/sink area by the sponsoring body or attendees.

**MONON TOWN & TOWNSHIP PUBLIC LIBRARY  
PROGRAM ROOM POLICY**

**FEES**

1. Non-profit groups may use the room without charge.
2. There is a \$75.00 fee when the program room is requested by a for-profit organization for monetary gain or training. This should be paid when a representative of the group picks up the key. This fee applies each day the room is used.
3. The room may be used for money-making projects to benefit the library. A reasonable fee to cover expenses and supplies may be charged to those attending programs sponsored by the library.
4. Individuals or groups reserving the program room may not charge an admission fee.

**EQUIPMENT**

1. Special arrangements must be made at time of reservation for use of library's audio-visual equipment.

**SINK AREA**

1. Cooking of meals is not allowed. Light refreshments are permitted.
2. Users are expected to provide their own supplies.
3. Sink area should be left clean and tidy.

**RESERVATIONS**

1. Tentative reservation may be made by phone. A written room reservation form must be completed by the official representative of the group, who assumes responsibility for use. The library should be notified of cancellation a week in advance.
2. Reservations are taken on a first-come basis. Library programs will always take precedence over all other scheduling. Non-profit groups will have precedence over for-profit groups.
3. The library reserves the right to change reservations for the program room at any time.

# Annual Financial Report



Indiana State Board of Accounts

2025

MONON PUBLIC LIBRARY

White County

Submitted on 2/27/2026 10:39:00 AM

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

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

**Annual Financial Report - 2025  
Cash & Investments Combined Statement**

Local Fund Number	Local Fund Name	Beg Cash & Inv Bal Jan. 1, 2025	Receipts	Disbursement	End Cash & Inv Bal Dec. 31, 2025
100	Operating (General)	\$604,114.56	\$473,135.25	\$408,760.69	\$668,489.12
200	Payroll	\$0.00	\$32,071.58	\$32,071.68	\$0.00
274	Annie Horton Advised Fund Library Cards	\$0.00	\$1,000.00	\$50.00	\$950.00
276	Annie Horton Advised Fund	\$1,832.18	\$1,000.00	\$822.00	\$2,010.18
281	Community Foundation of White County	\$2,122.50	\$0.00	\$0.00	\$2,122.50
282	Patsy Raver Fund	\$12,169.81	\$0.00	\$0.00	\$12,169.81
300	Gift	\$5,952.16	\$515.54	\$1,811.01	\$4,656.69
400	Library Improvement Reserve	\$341,013.63	\$57,388.31	\$0.00	\$398,401.94
820	State Technology Fund Grant Fund	\$2,678.31	\$614.03	\$1,388.16	\$1,904.18
920	Rainy Day	\$360,603.60	\$53,095.65	\$0.00	\$413,699.25
960	Evergreen Indiana Pass Thru Fund	\$114.90	\$11.00	\$41.70	\$84.20
970	Petty Cash	\$30.00	\$0.00	\$0.00	\$30.00
980	Cash Change	\$20.00	\$0.00	\$0.00	\$20.00
	<b>GRAND TOTAL</b>	<b>\$1,330,651.65</b>	<b>\$618,831.46</b>	<b>\$444,945.24</b>	<b>\$1,504,537.87</b>

**Governmental Activities**

Monon Public Library, White County, Indiana  
Detailed Receipts 2025

Governmental Activities	Operating (General)	General Property Taxes	\$223,603.88
		Local Income Tax (LIT) Property Tax Replacement Credit	\$220,063.04
		Financial Institution Tax distribution	\$250.48
		Vehicle/Aircraft Excise Tax Distribution	\$15,803.40
		Commercial Vehicle Excise Tax Distribution (CVET)	\$1,381.00
	<b>Total Taxes and Intergovernmental</b>		<b>\$461,101.80</b>
	<b>Total Charges for Services</b>	Document and Copy Fees	\$2,539.99
		Earnings on Investments and Deposits	\$5,537.46
		Refunds and Reimbursements	\$1,133.80
		Transfers In - Transferred from Another Fund	\$50.00
		Other Receipts/110 - Liberty Township cards	\$1,890.00
		Other Receipts/153 - LOF Misc Receipt	\$242.20
		Other Receipts/109 - Honey Creek Township Cards	\$640.00
	<b>Total Other Receipts</b>		<b>\$9,493.46</b>
	<b>Total Operating (General)</b>		<b>\$473,135.25</b>
	Payroll	Payroll Fund and Clearing Account Receipts	\$32,071.68
	<b>Total Other Receipts</b>		<b>\$32,071.68</b>
	<b>Total Payroll</b>		<b>\$32,071.68</b>
	Annie Horton Advised Fund - Library Cards	Donations, Gifts, and Bequests	\$1,000.00
	<b>Total Other Receipts</b>		<b>\$1,000.00</b>
	<b>Total Annie Horton Advised Fund - Library Cards</b>		<b>\$1,000.00</b>
	Annie Horton Advised Fund	Donations, Gifts, and Bequests	\$1,000.00
	<b>Total Other Receipts</b>		<b>\$1,000.00</b>
	<b>Total Annie Horton Advised Fund</b>		<b>\$1,000.00</b>
	Gift	Earnings on Investments and Deposits	\$8.00
		Donations, Gifts, and Bequests	\$507.54
	<b>Total Other Receipts</b>		<b>\$515.54</b>
	<b>Total Gift</b>		<b>\$515.54</b>

Transfers In - Transferred from Another Fund	\$55,000.00
Total Other Receipts	\$57,388.31
Total Library Improvement Reserve	\$57,388.31
State Technology Fund Grant Fund	\$614.03
Total Other Receipts	\$614.03
Total State Technology Fund Grant Fund	\$614.03
Rainy Day	\$3,095.65
Earnings on Investments and Deposits	\$50,000.00
Transfers In - Transferred from Another Fund	\$53,095.65
Total Other Receipts	\$53,095.65
Total Rainy Day	\$53,095.65
Evergreen Indiana Pass Thru Fund	\$11.00
Other Receipts/961 - Evergreen Indiana Receipt	\$11.00
Total Other Receipts	\$11.00
Total Evergreen Indiana Pass Thru Fund	\$11.00
<b>Total Governmental Activities</b>	<b>\$618,831.46</b>

Public Library, White County, Indiana  
**Disbursements by Fund - 2025**

Governmental Activities	Operating (General)	Salaries and Wages	\$154,801.14
		Employee Benefits	\$40,379.48
		<b>Total Personal Services</b>	<b>\$195,180.62</b>
		Operating Supplies	\$3,433.29
		Other Supplies	\$1,245.69
		<b>Total Supplies</b>	<b>\$4,678.98</b>
		Professional Services	\$400.00
		Communication and Transportation	\$2,239.56
		Insurance	\$4,055.00
		Utility Services	\$14,726.44
		Repairs and Maintenance	\$13,469.69
		Rentals	\$25.00
		Other Services and Charges	\$30,110.50
		<b>Total Services and Charges</b>	<b>\$65,026.19</b>
		Machinery, Equipment, and Vehicles	\$11,036.16
		Books and Other Media	\$27,838.74
		<b>Total Capital Outlays</b>	<b>\$38,874.90</b>
		Transfer Out - Transferred To Another Fund	\$105,000.00
		<b>Total Other Disbursements</b>	<b>\$105,000.00</b>
		<b>Total Operating (General)</b>	<b>\$408,760.69</b>
	Payroll	Payment of Taxes and Other Payroll Withholdings	\$32,071.68
		<b>Total Other Disbursements</b>	<b>\$32,071.68</b>
		<b>Total Payroll</b>	<b>\$32,071.68</b>

Governmental Activities	Annie Horton Advised Fund	Transfer Out - Transferred To Another Fund	\$50.00
	Library Cards		
		Total Other Disbursements	\$50.00
	Total Annie Horton Advised Fund	Library Cards	\$50.00
	Annie Horton Advised Fund	Other Services and Charges	\$822.00
		Total Services and Charges	\$822.00
	Total Annie Horton Advised Fund		\$822.00
	Gift	Other Disbursements	\$1,811.01
		Total Other Disbursements	\$1,811.01
	Total Gift		\$1,811.01
	State Technology Fund	Other Services and Charges	\$1,388.16
	Grant Fund		
		Total Services and Charges	\$1,388.16
	Total State Technology Fund Grant Fund		\$1,388.16
	Evergreen Indiana Pass Thru Fund	Other Disbursements	\$41.70
		Total Other Disbursements	\$41.70
	Total Evergreen Indiana Pass Thru Fund		\$41.70
	Total Governmental Activities		\$444,945.24

**Monon Public Library, White County, Indiana  
Fund Type Schedule 2025**

Fund Type	Local Fund	Standard Fund
1 - General Fund	100 - Operating (General)	101001 - General
1 - General Fund	274 - Annie Horton Advised Fund Library Cards	900010 - Annie Horton Advised Fund Grant Library Cards
1 - General Fund	281 - Community Foundation of White County	900002 - Community Foundation of White County
2 - Special Revenue	960 - Evergreen Indiana Pass Thru Fund	900001 - Evergreen Indiana Receipt
4 - Capital Projects	400 - Library Improvement Reserve	104056 - Library Improvement Reserve
4 - Capital Projects	920 - Rainy Day	102194 - Rainy Day
9 - Private Purpose Trust	276 - Annie Horton Advised Fund	900004 - Annie Horton Advised Fund
9 - Private Purpose Trust	282 - Patsy Raver Fund	900009 - Patsy Raver Fund
12 - Other	200 - Payroll	910037 - Payroll
12 - Other	300 - Gift	902123 - Gift
12 - Other	820 - State Technology Fund Grant Fund	902900 - State Technology Fund Grant Fund
12 - Other	970 - Petty Cash	901003 - Petty Cash
12 - Other	980 - Cash Change	901004 - Cash Change

WIONON PUBLIC LIBRARY, White County, Indiana  
Debt Statement - 2025

GRAND TOTAL \$0.00

Beginning Principal Balance as of Additions Reductions Ending Principal Balance as of Principal

GRAND TOTAL

Monon Public Library, White County, Indiana  
Deficit Fund Balances - 2025

Ending Cash and  
Investment Balance

Enterprise Name   Fund Name

Total deficit fund balances

**Monon Public Library, White County, Indiana  
Leases 2025**

Lessor	Description or Purpose	Annual Lease Payment Due	Lease Beginning Date	Lease Ending Date	Will you retain ownership of the property at the end of the lease term?
<b>GRAND TOTAL</b>					

Monon Public Library, White County, Indiana  
Transfer Report - 2025

Transfers Out (Disbursements)		Transfers In (Receipts)	
Fund	Amount	Fund	Amount
Operating (General)	\$105,000.00	Operating (General)	\$50.00
Annie Horton Advised Fund Library Cards	\$50.00	Library Improvement Reserve	\$55,000.00
<b>Total Transfers Out</b>	<b>\$105,050.00</b>	Rainy Day	\$50,000.00
		<b>Total Transfers In</b>	<b>\$105,050.00</b>

Capital Assets 2025

Government or Enterprise	Beginning Balance as of January 1, 2025	Additions	Reductions	Ending Balance as of December 31, 2025
<b>Governmental Activities - Non-Depreciable Assets</b>				
Land	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Construction in Progress	\$0.00	\$0.00	\$0.00	\$0.00
Other Non-Depreciable Assets	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>
<b>Governmental Activities - Depreciable Assets</b>				
Infrastructure	\$21,754.00	\$0.00	\$0.00	\$21,754.00
Buildings	\$1,227,506.00	\$0.00	\$0.00	\$1,227,506.00
Improvements Other Than Buildings	\$124,999.00	\$27,250.00	\$0.00	\$152,249.00
Machinery, Equipment, and Vehicles	\$6,500.00	\$0.00	\$0.00	\$6,500.00
Books and Other	\$158,233.00	\$0.00	\$0.00	\$158,233.00
<b>Total</b>	<b>\$1,538,992.00</b>	<b>\$27,250.00</b>	<b>\$0.00</b>	<b>\$1,566,242.00</b>
<b>Governmental Activities - Accumulated Depreciation Assets</b>				
Infrastructure	\$8,701.00	\$675.00	\$0.00	\$9,376.00
Buildings	\$229,151.00	\$19,624.00	\$0.00	\$248,775.00
Improvements Other Than Buildings	\$23,290.00	\$5,500.00	\$0.00	\$28,790.00
Machinery, Equipment, and Vehicles	\$3,715.00	\$870.00	\$0.00	\$4,585.00
Books and Other	\$158,233.00	\$0.00	\$0.00	\$158,233.00
<b>Total</b>	<b>\$423,090.00</b>	<b>\$26,669.00</b>	<b>\$0.00</b>	<b>\$449,759.00</b>

Monon Public Library, White County, Indiana  
Accounts Payable/Receivable Statement - 2025

Government or Enterprise  
Governmental Activities

Accounts  
Payable  
\$0.00

Accounts  
Receivable  
\$3,838.34

Monroe Public Library, White County, Indiana  
Pensions - 2025

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